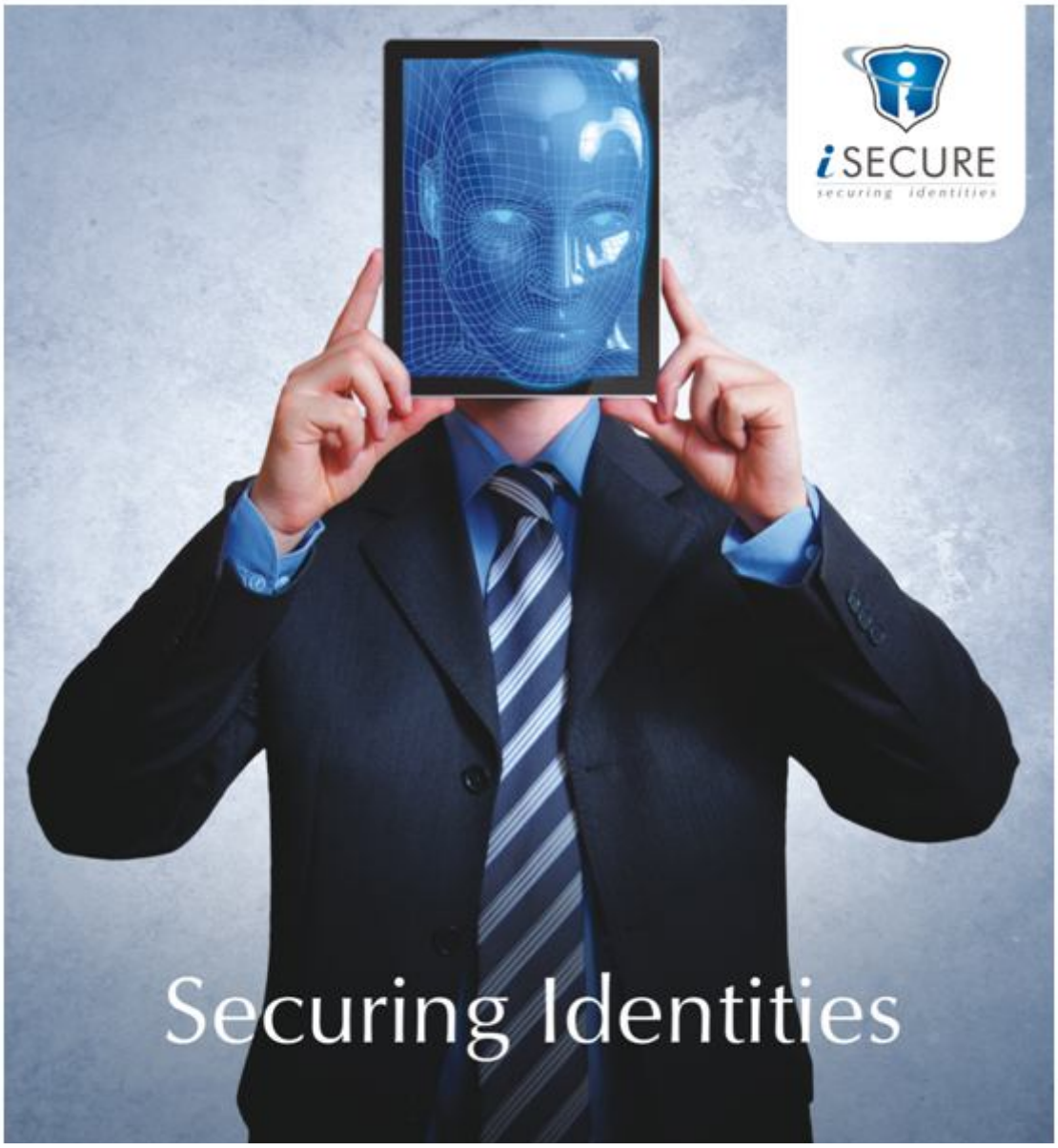

*i*Secure User Manual For Access Control

Document Version 1.0 **Application Version 1.0** **Date of Creation: 14/10/2013**

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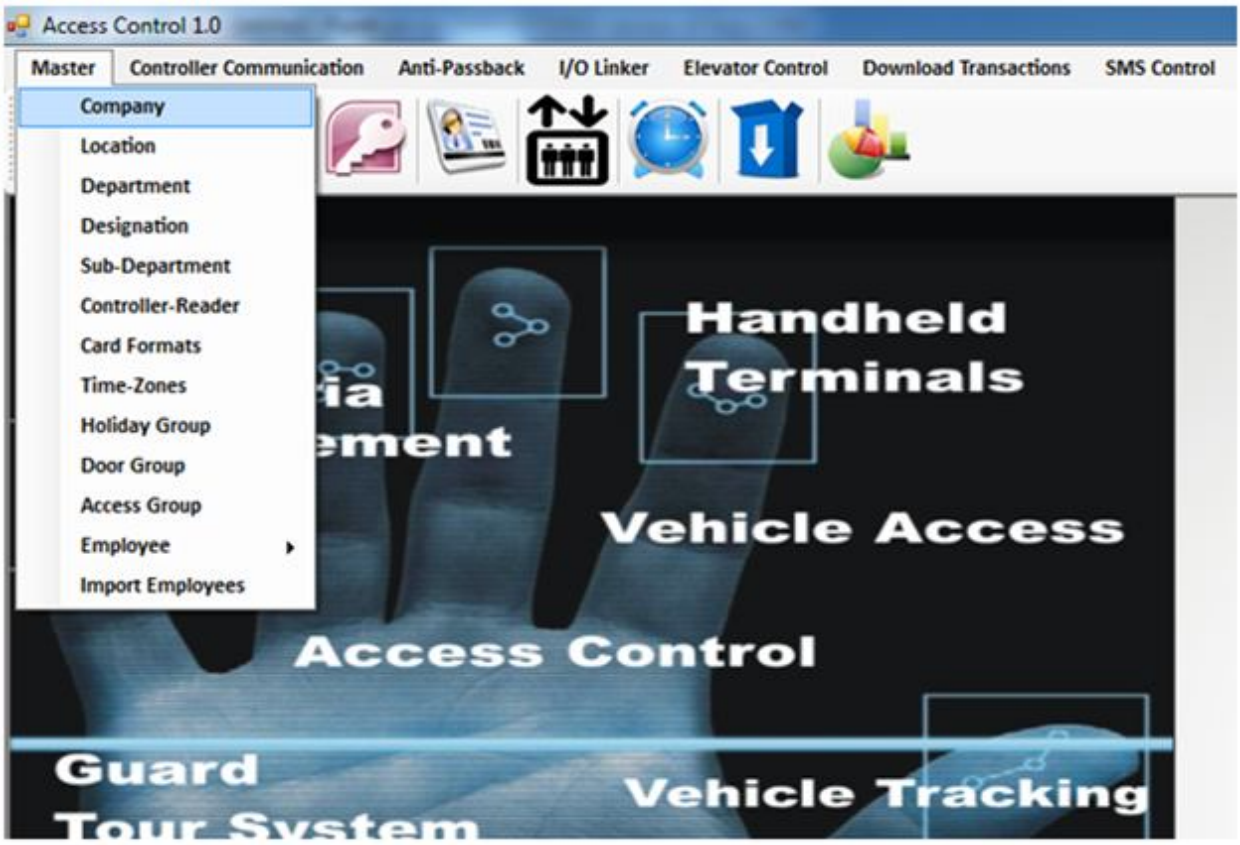
1. Masters

1.1 Company Master

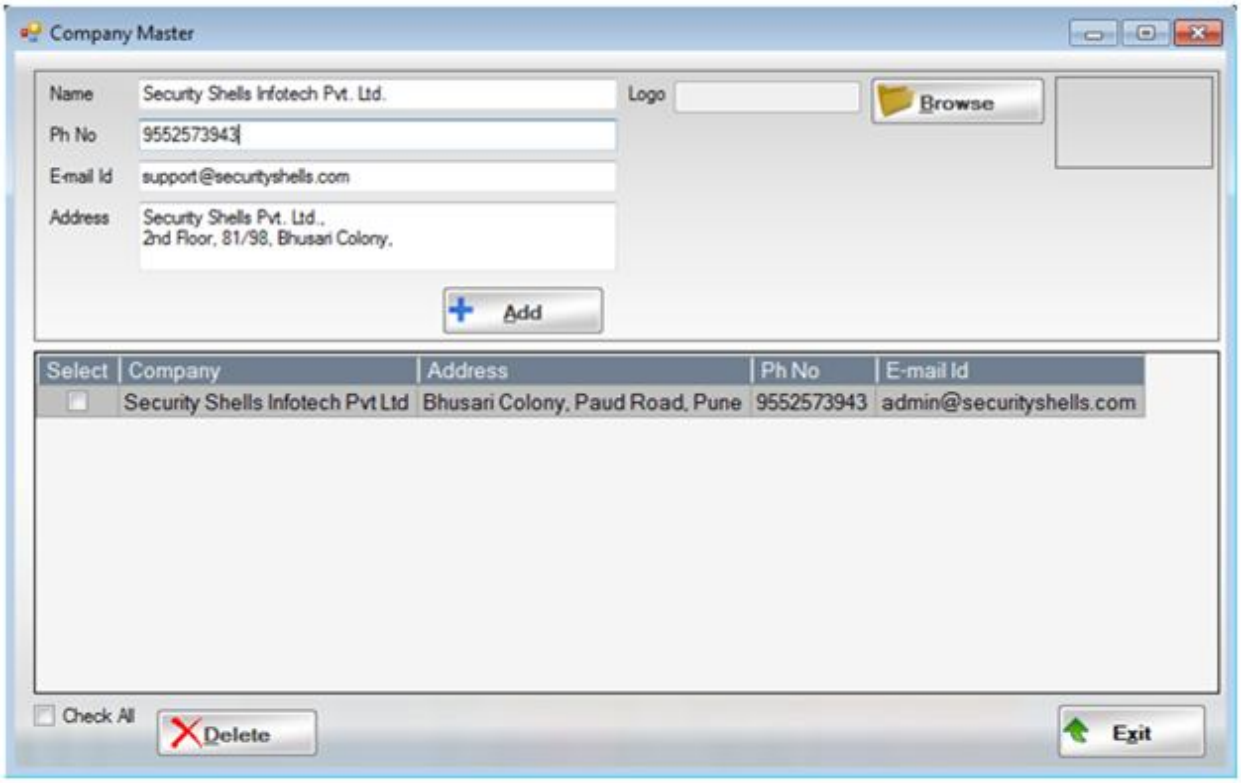
- We can add new company and its information from company master.
- We can update the information of company or delete the company.



1.2 Company Master

- To add Company go to **Master → Company.**
- **Add:** Add name of Company, enter other details such as logo, phone no, email etc. and click on add button.
- **Modify:** Select the Company , fill the details which you want to modify and click on update button.
- **Delete: Select** the Company and click on delete button.

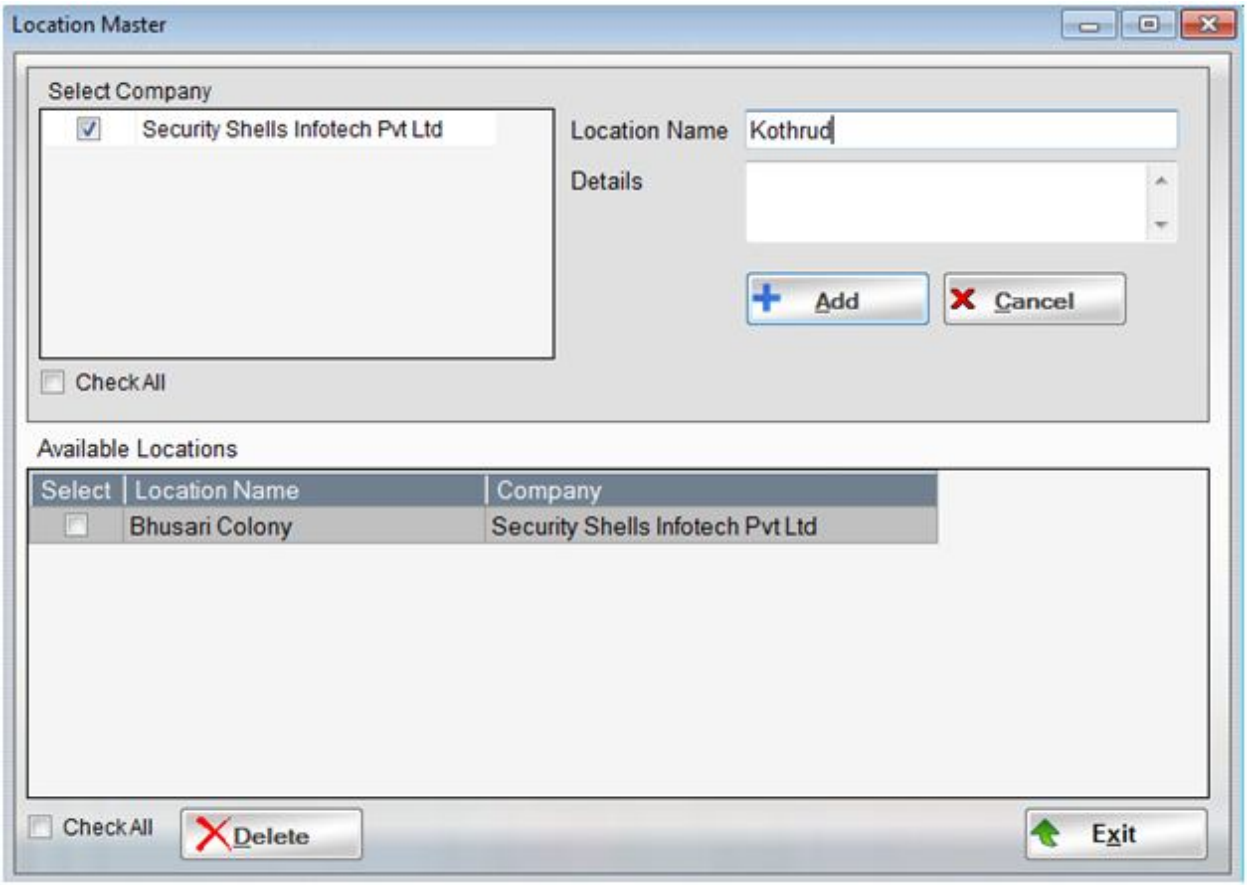
Company is deleted when it is not assign to any employee



1.3 Location Master

- To add Location go to **Master → Location.**
- **Add:** Select Company, add name of location and fill its details and click on add button.
- **Modify:** Select the location from available location, fill the details and click on update button.
- **Delete: Select** the location from available location and click on delete button.

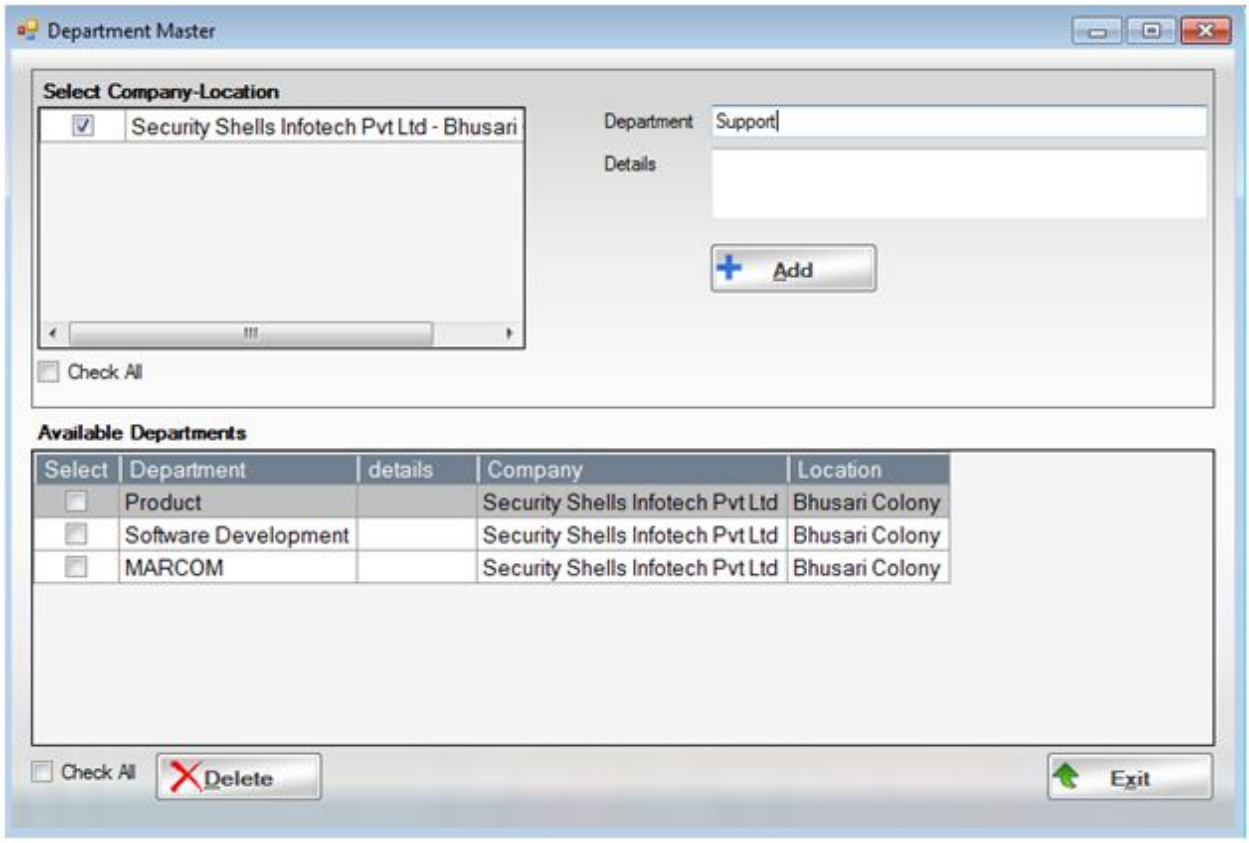
Location is deleted when it is not assign to any employee.



1.4 Department Master

- To add department go to **Master → Department.**
- **Add:** Select Company-location, add name of department and its details and click on add button.
- **Modify :** Select the department from available department, fill the details and click on update button
- **Delete: Select** the department from available department and click on delete button.

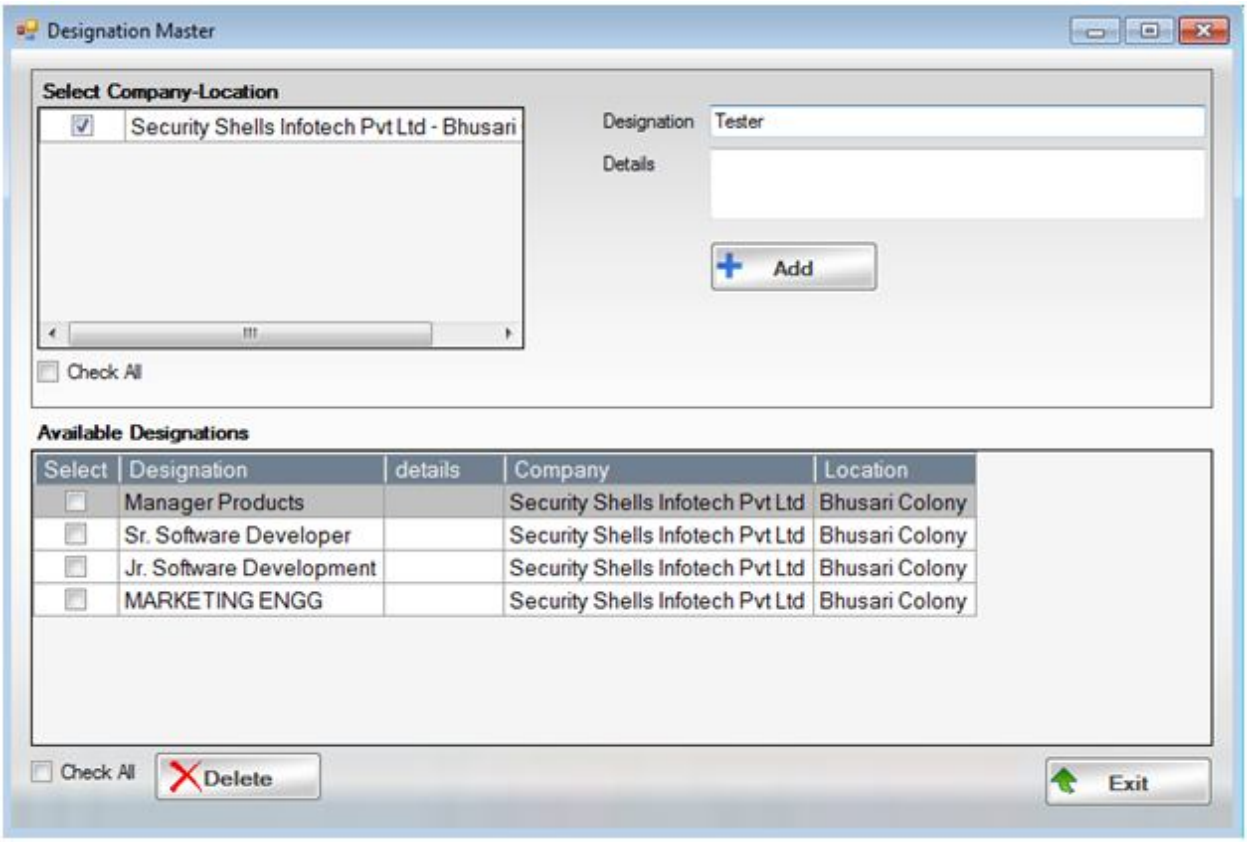
Department is deleted when it is not assign to any employee.



1.5 Designation Master

- To add designation, go to **Master → Designation.**
- **Add:** Select Company-location, add name of designation and its details and click on add button.
- **Modify:** Select the designation from available designations, fill the details and click on update button.
- **Delete:** Select the designation from available designations and click on delete button.

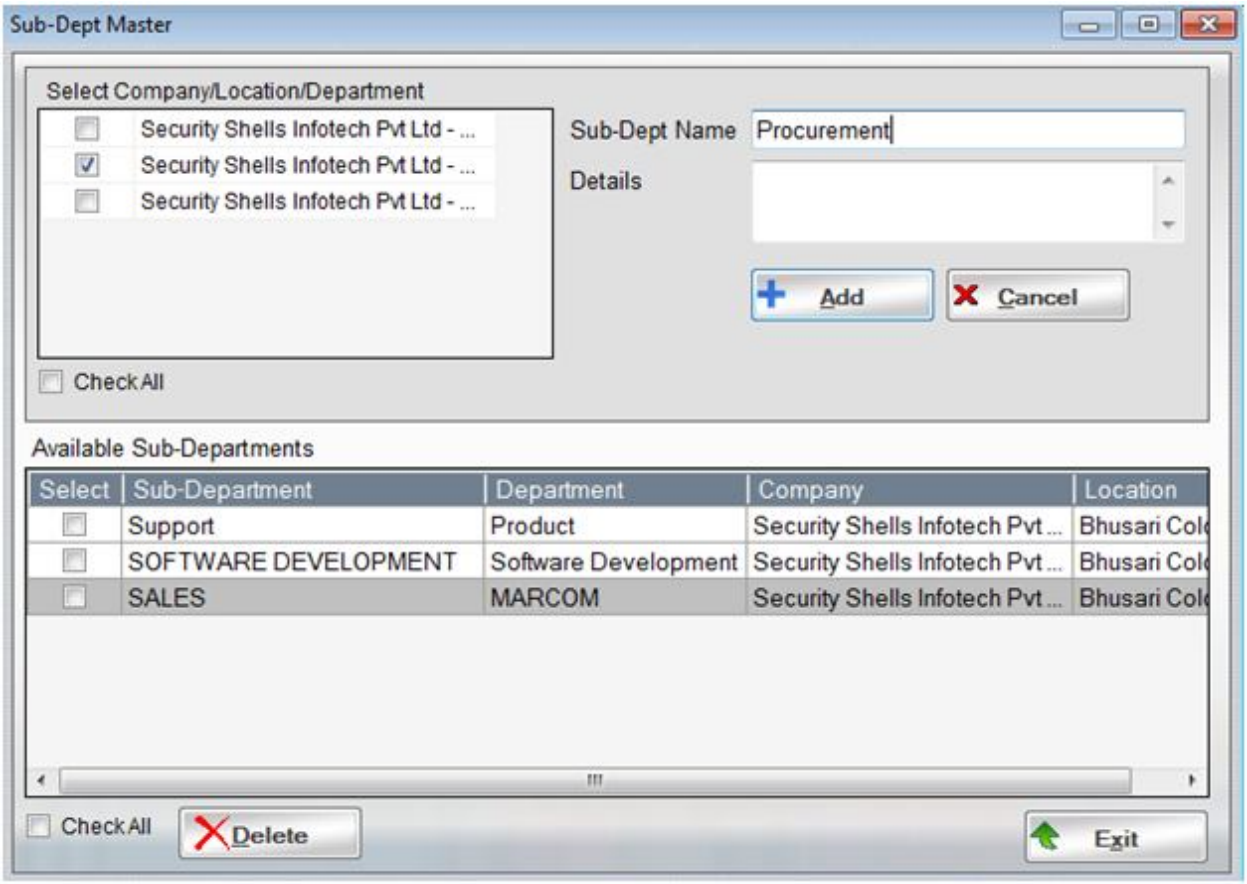
Designation is deleted when it is not assign to any employee



1.6 Sub-Department Master

- To add sub-department go to **Master → Sub-Department.**
- **Add:** Select Company-location-department, add name of sub-department and its details and click on add button.
- **Modify:** Select the sub-department from available sub-department, fill the details and click on update button.
- **Delete: Select** the sub-department from available sub-department and click on delete button.

Sub-department is deleted when it is not assign to any employee

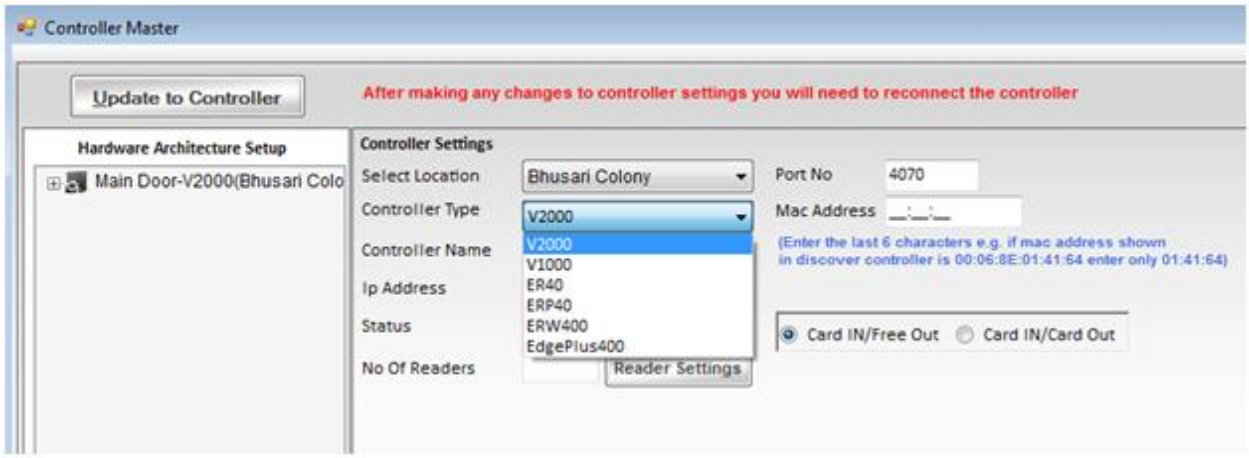


1.7 Controller – Reader Master

1.7.1 Controller Master

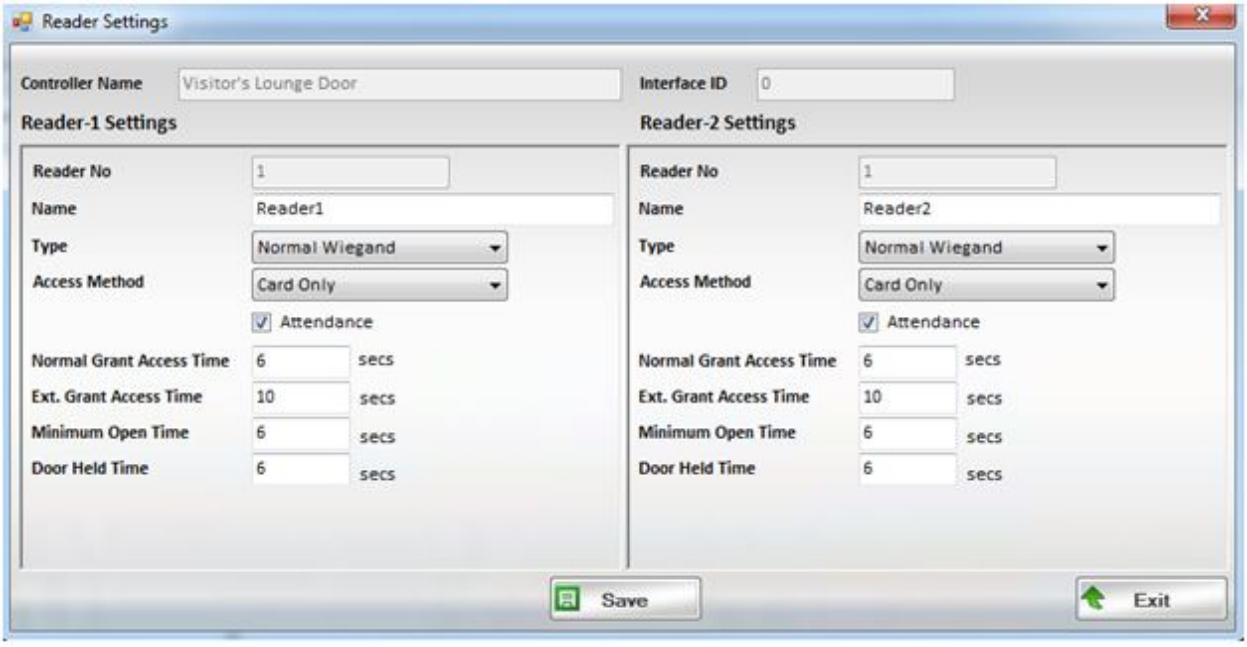
- To set controller information go to **Master → Controller Master.**
- Here we can set different settings related to controller such as location, MAC-address, controller name, IP-Address etc.
- If you select Card In/Free Out then you have to define single reader for in-out.
- If you select Card In/Card Out then you have to define one reader for in and second for out.

Always remember *after making any changes to controller settings don't forget to reconnect the controller.*



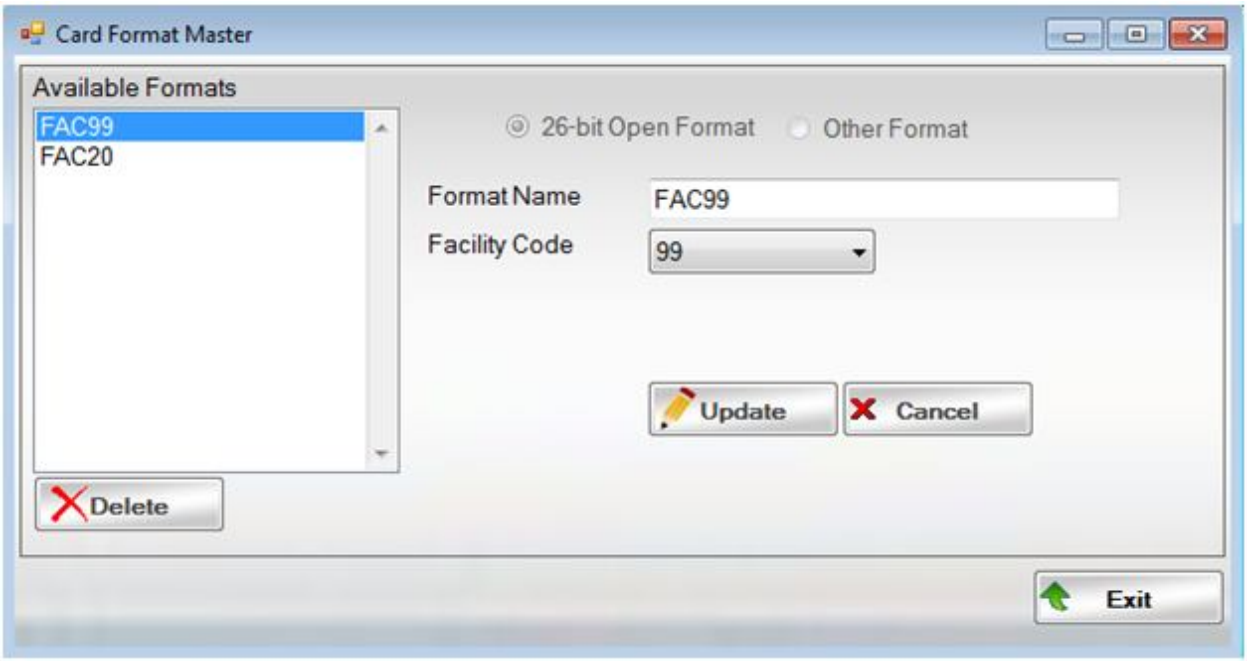
1.7.2 Reader Settings

2. To set controller information go to **Master => Controller Master=> Reader Settings.**
3. Here save different settings related to reader.
4. In type we have to set type of our reader.
5. In Access Method we have to set how our reader gives access to user.
6. If we have to use this data for attendance purpose then check the attendance box else uncheck it.



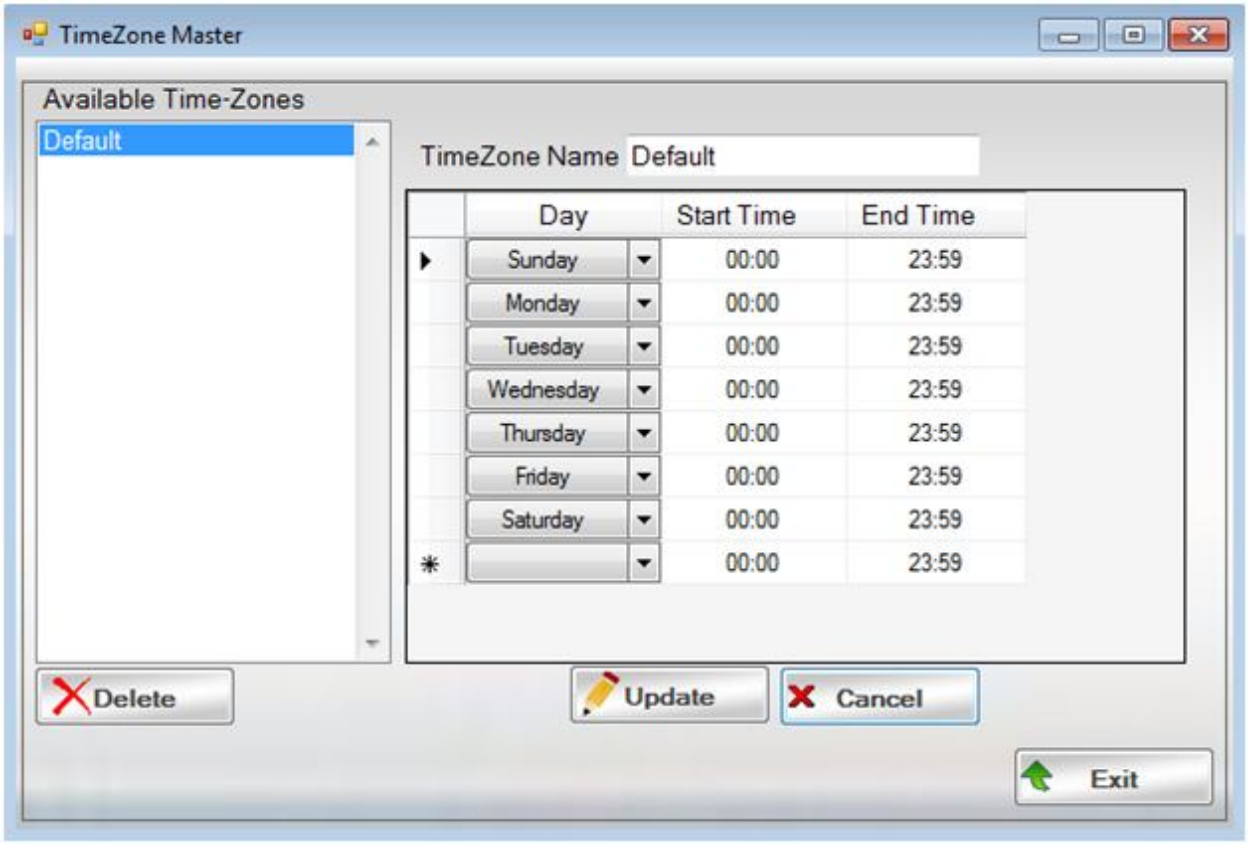
1.8 Card Format Settings

- For card format go to **Master → Card Formats.**
- **Add :**Select card format if selected card format is 26-bits then select facility code else select the format file, type the name of format and click on add button.
- **Update:** Select the format, fill the details which we want to modify and click on update button.
- **Delete: Select** the format and click on delete button.



1.9 Time Zone Master

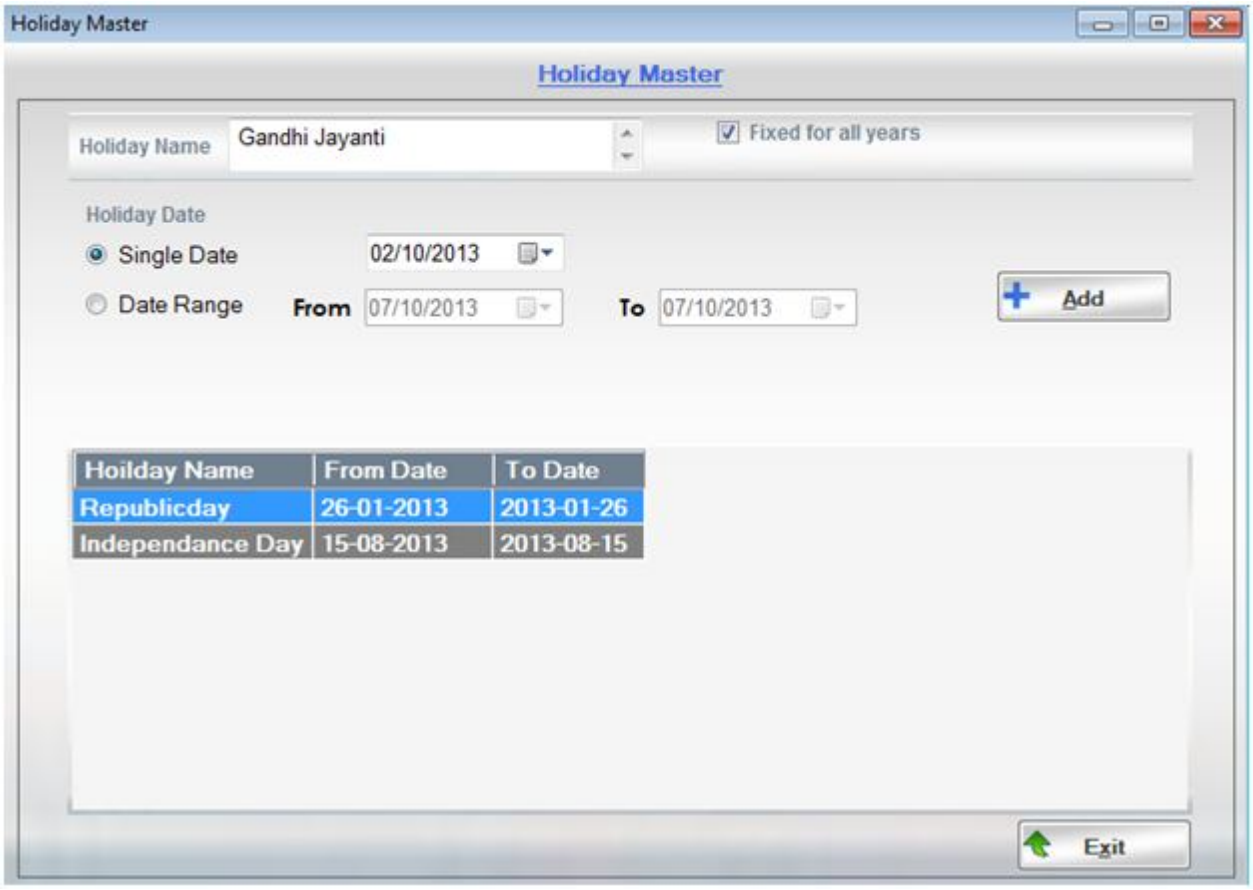
- For Time Zone go to **Master → Time-Zones.**
- **Add: Type** the time zone name, Select day, add start time, add end time and click on add button.
- **Update:** Select the time zone from available time zones, fill the details which we want to modify and click on update button.
- Delete: Select the time zone and click on delete button.



1.10 Holiday Group

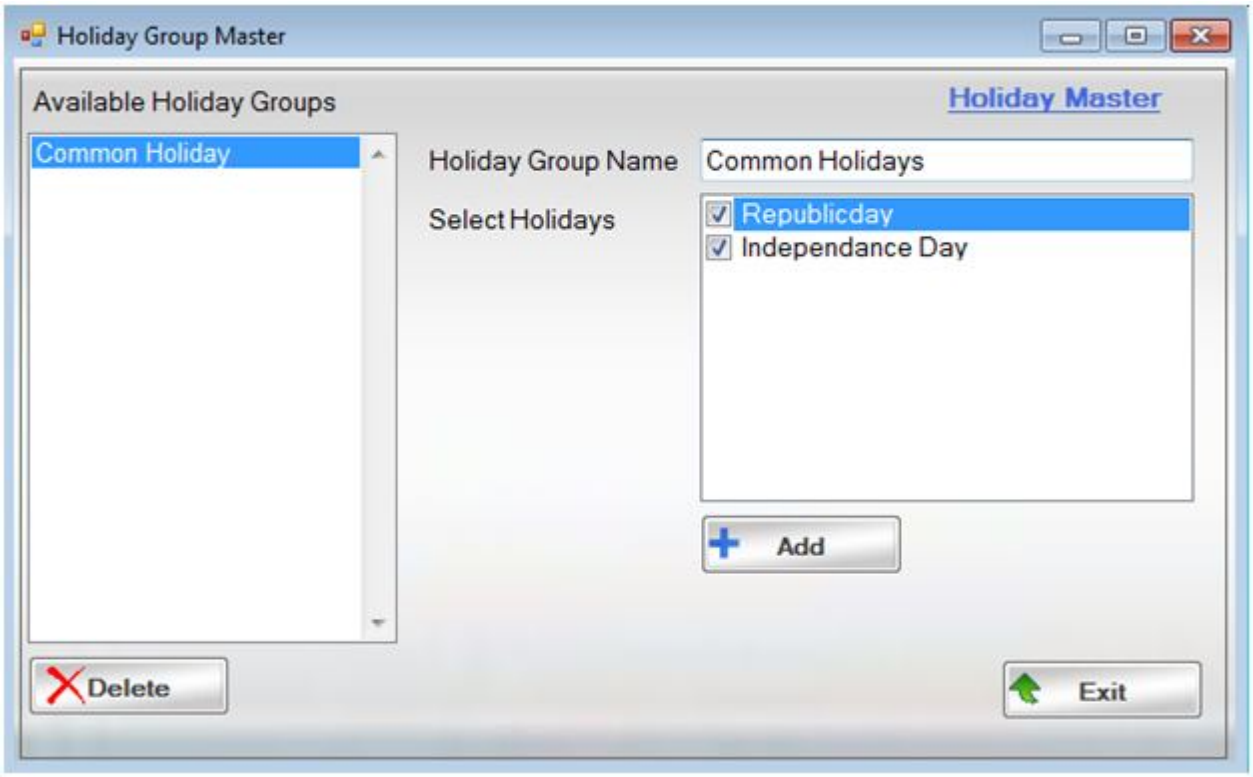
1.10.1 Add Holiday

- To add holiday go to **Master → Holiday Group → Holiday Master.**
- Type the name of holiday and select the date we can add holiday.
- If we want holiday for all years then check the fixed for all years else uncheck it.



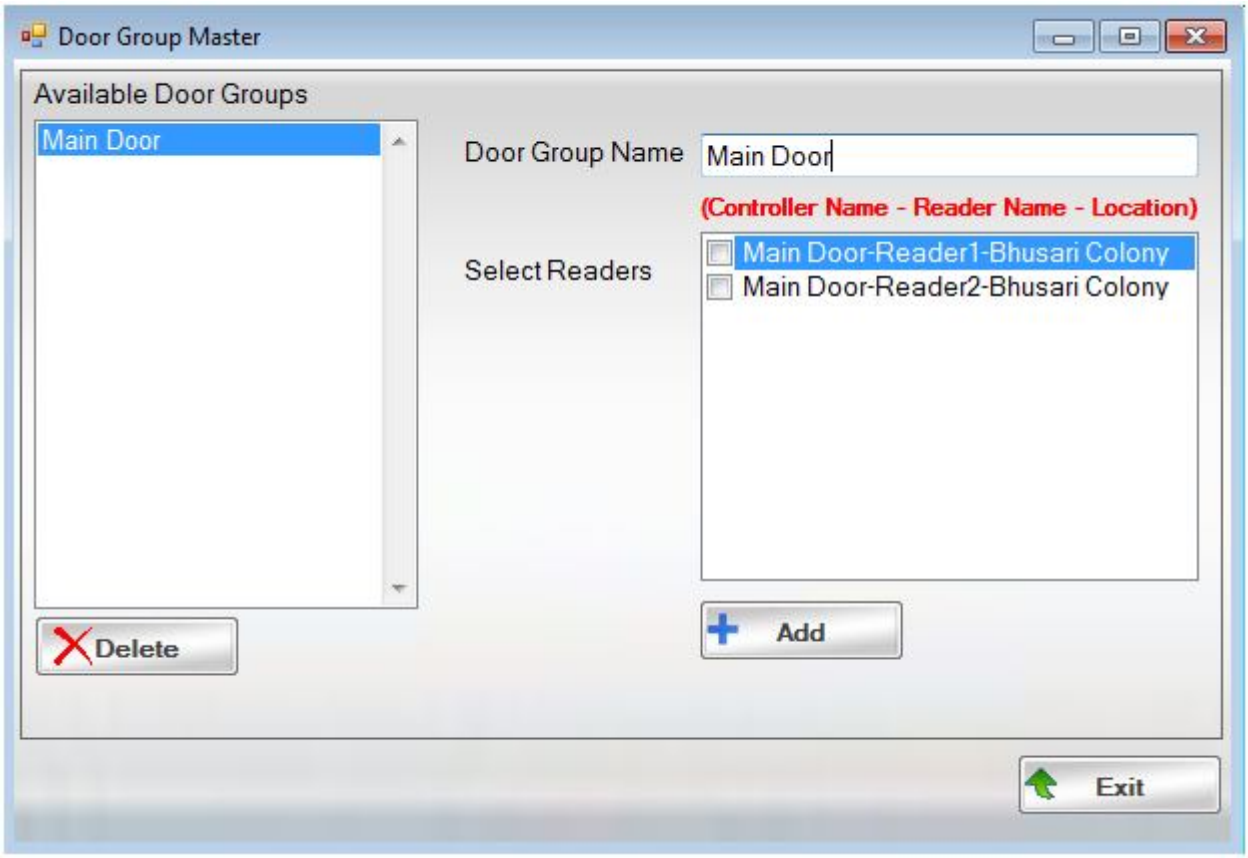
1.10.2 Holiday Group

- To add holiday group go to **Master → Holiday Group.**
- **Add: Type** the name of holiday group and select holidays from list (if there is no holiday present then firstly add the holidays) and click on add button.
- **Modify:** Select the holiday group from available list in which you want modification, make the changes and click on update button.
- Delete: Select the holiday group from available list which you want to delete and click on delete button.



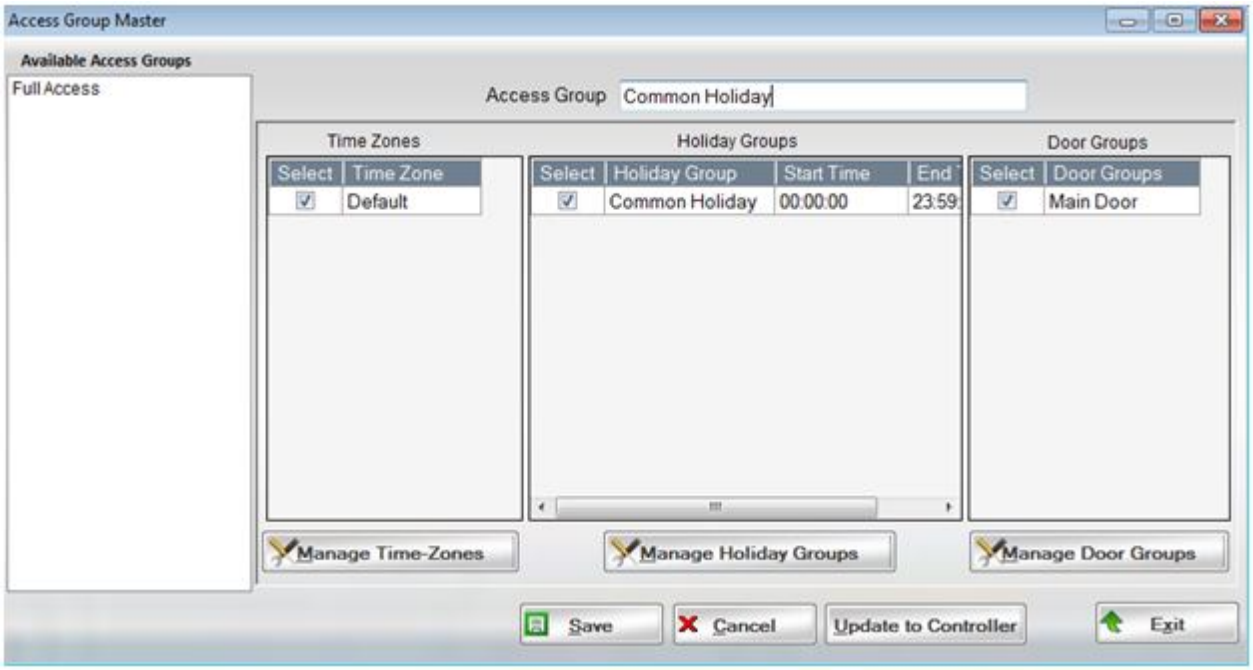
1.11 Door Group Master

- To add door group go to **Master → Door Group.**
- **Add: Type** the door group name and select readers from list and click on add button.
- **Modify:** Select the door group from available list in which you want modification, make the changes and click on update button.
- **Delete:** Select the door group from available list which you want to delete and click on delete button.



1.12 Access Group Master

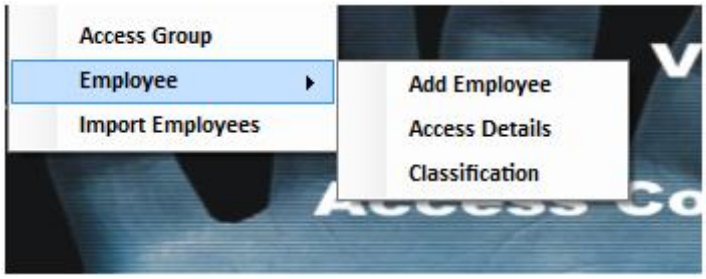
- To add access group go to **Master → Access Group.**
- **Add:** Type the access group name, select Time Zones from list (if not available add Time Zones on clicking on Manage Time-Zones), select Holiday Groups from list(if not available add Holiday Groups on clicking on Manage Holiday Groups), select Door Groups from list(if not available add Door Groups on clicking on Manage Door Groups) and click on add button.
- **Modify:** Select the door group from available list in which you want modification, make the changes and click on update button.
- **Delete**: Select the access group from available list which you want to delete and click on delete button.



1.13 Employee

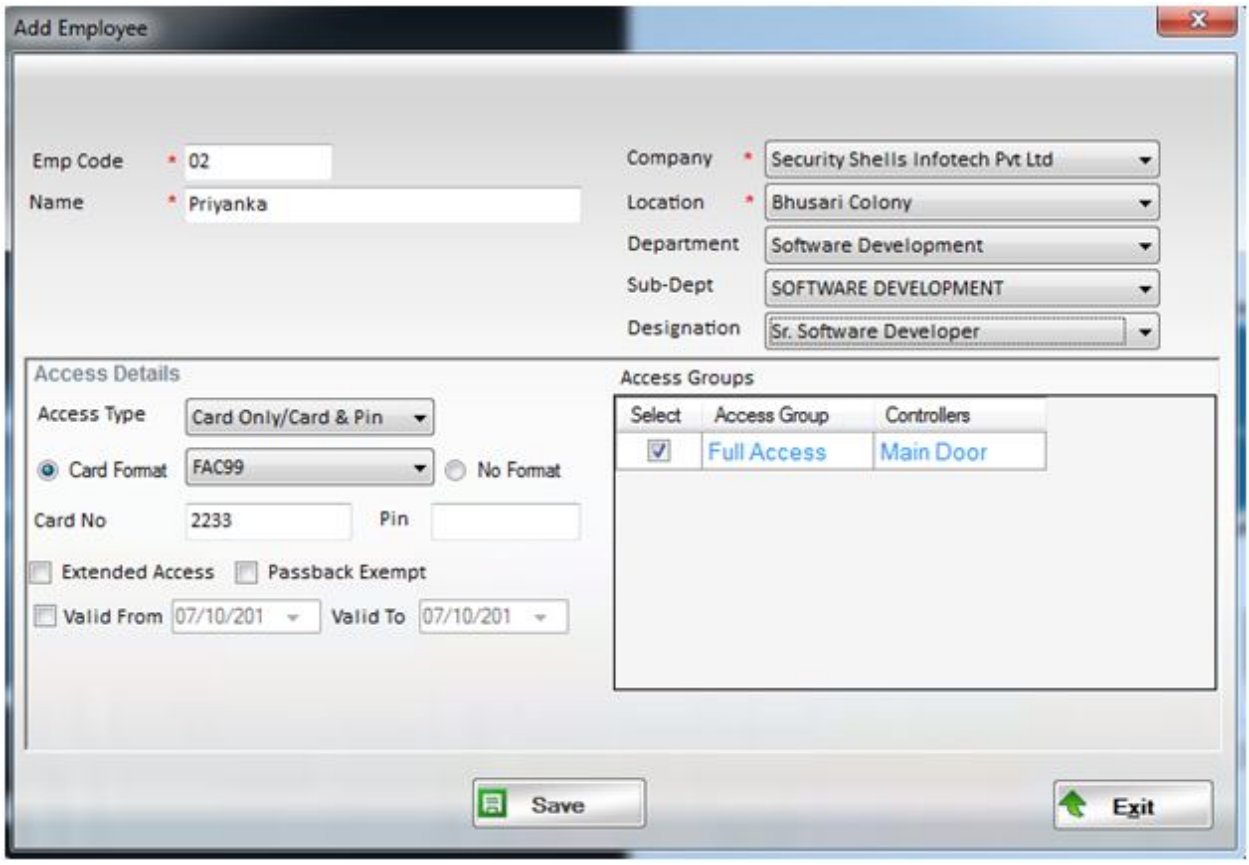
Employee Master

- Here we get the options such as add new employee, set access details of employee and classification of employee.
- Using this we can save different details of employee



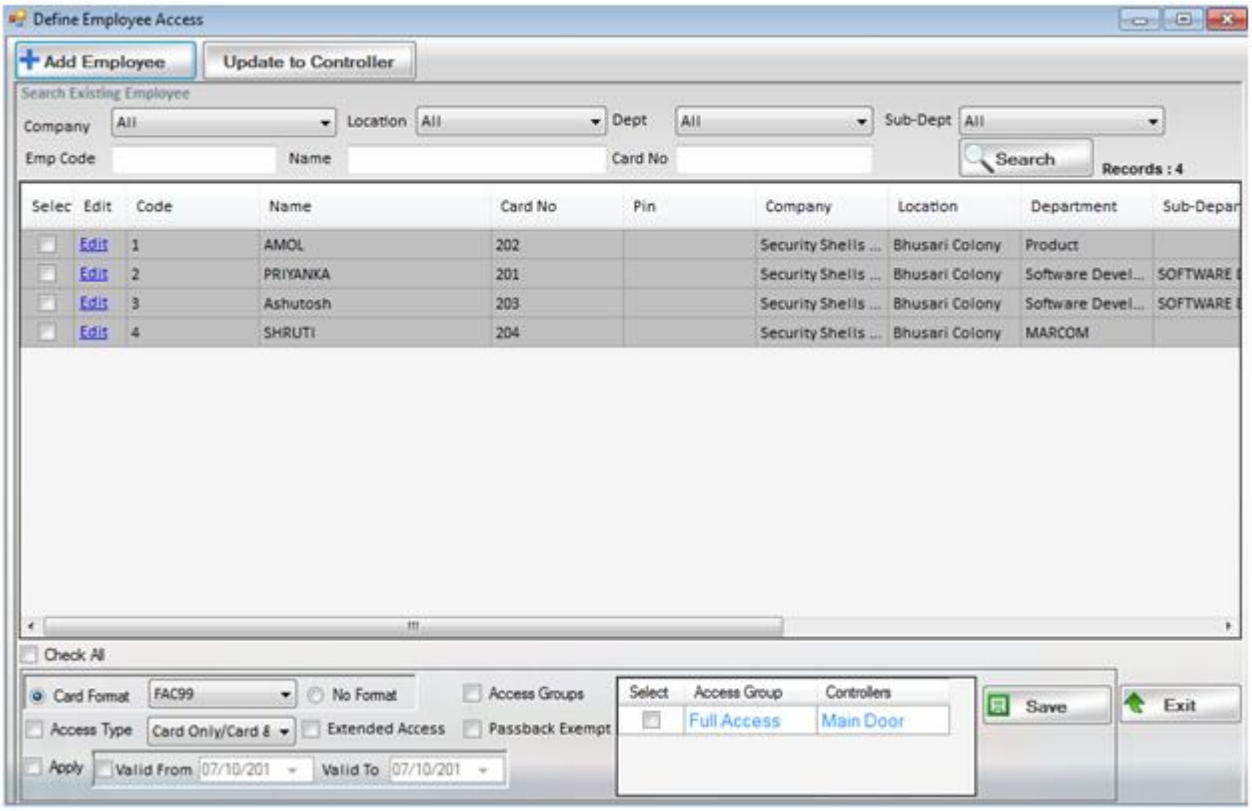
1.13.1 Add Employee

- To add new employee, go to **Master → Employee → Add Employee.**
- **Add :** Add the details of employee and click on save button



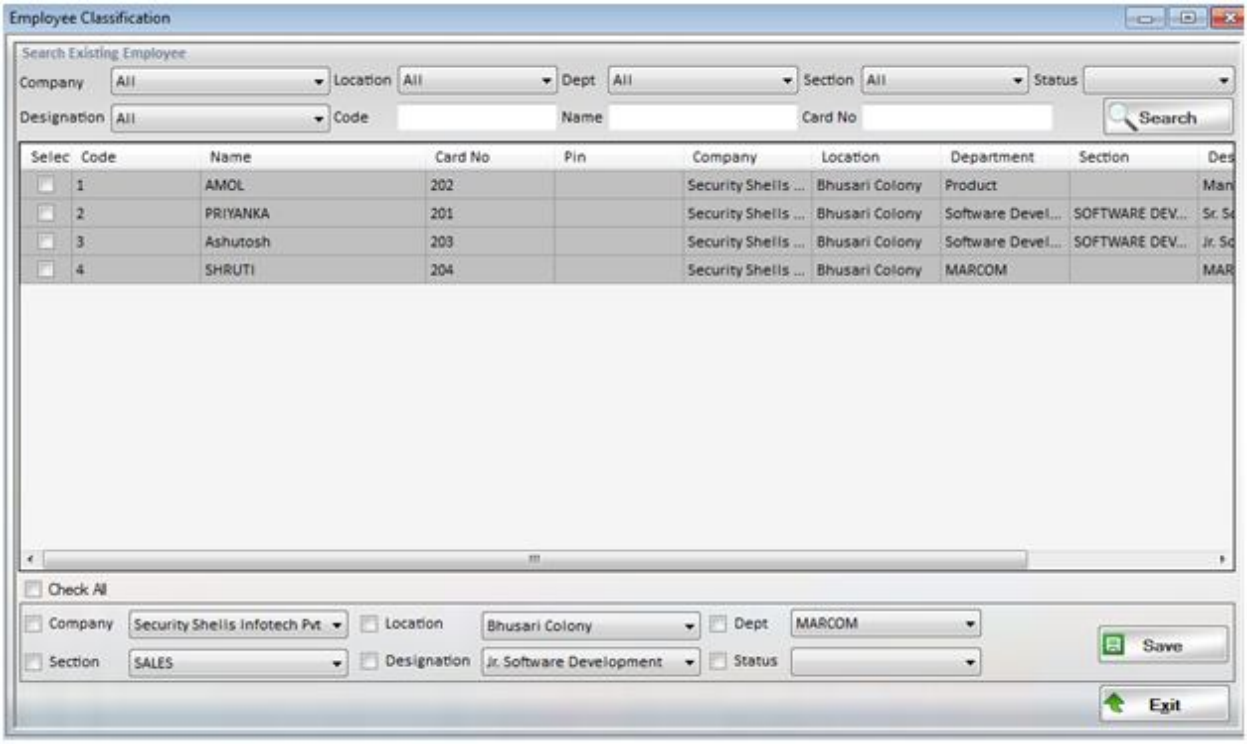
1.13.2 Employee Access Details

- To add access details of employee go to **Master → Employee → Access Details.**
- **Add:** Select the employees select different information related to access and click on save button.
- **Modify: If** you want to modify access details of employee then click on edit button new form is open, make the changes and click on update button.



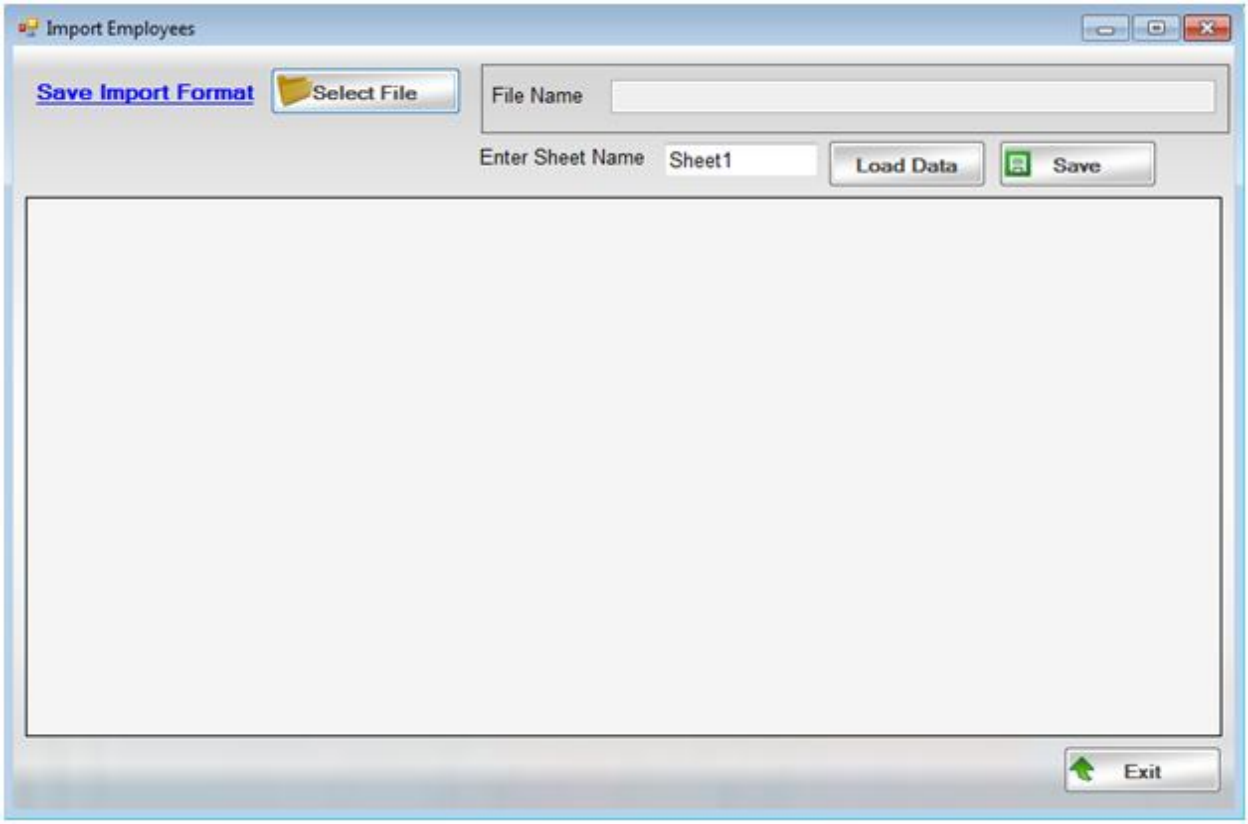
1.13.3 Employee Classification

- For Employee Classification go to **Master → Employee → Classification.**
- **Add /Modify:** Select the employees, select details which you want to add or modify against employee and click on save button.



1.14 Import Employees

- To import employees from excel go to **Master → Import Employees**
- **Download Format:** For downloading the format in which employees' information is import click on save import format.
- **Import Employee's information:** Fill the employees' information in excel sheet and select that file and click on load data button.



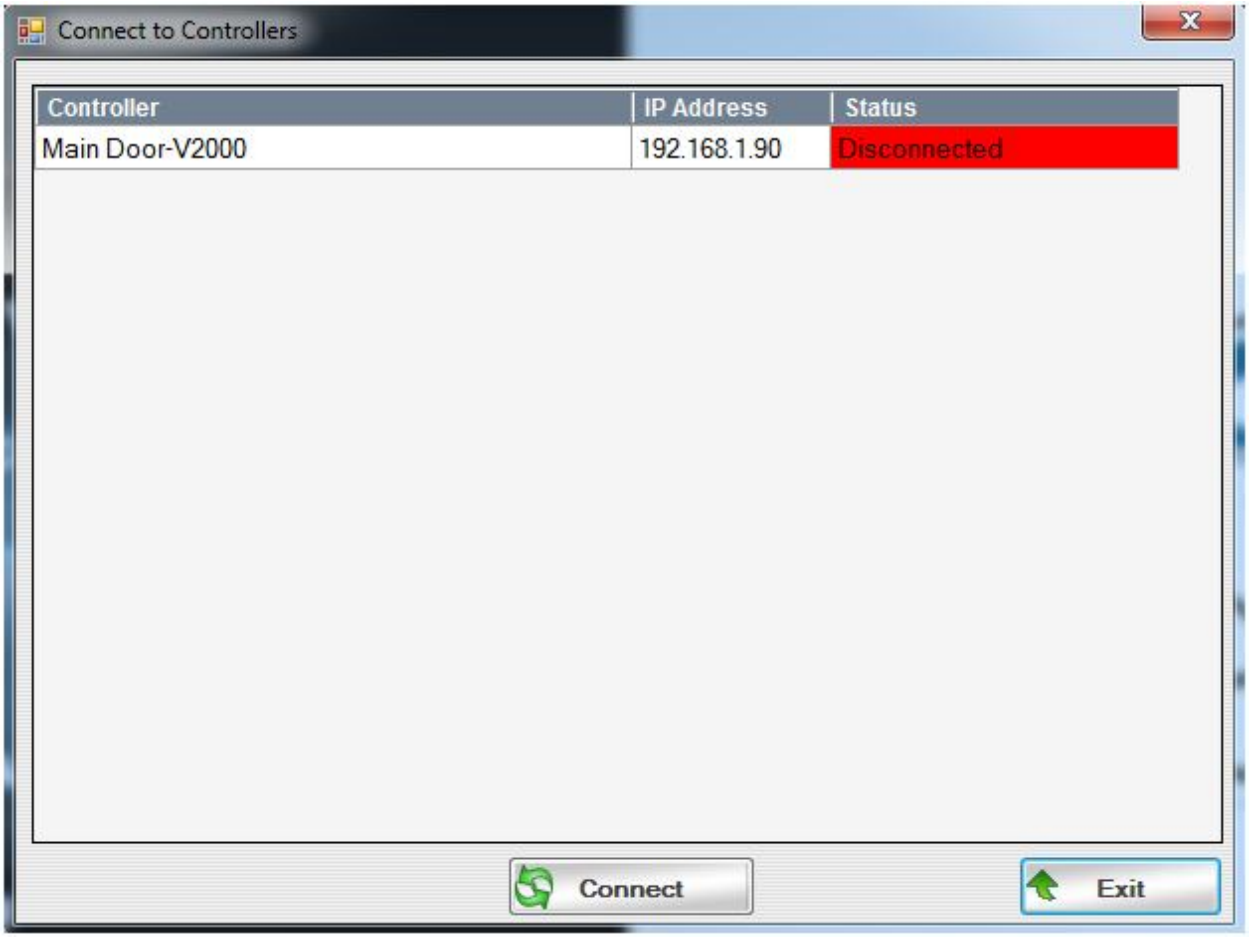
2 Controller Communication

2.1 Discover Controllers

- To discover controllers go to **Controller Communication → Discover Controllers.**
- This will discover and display all the VertX Controllers that are attached to local area network.

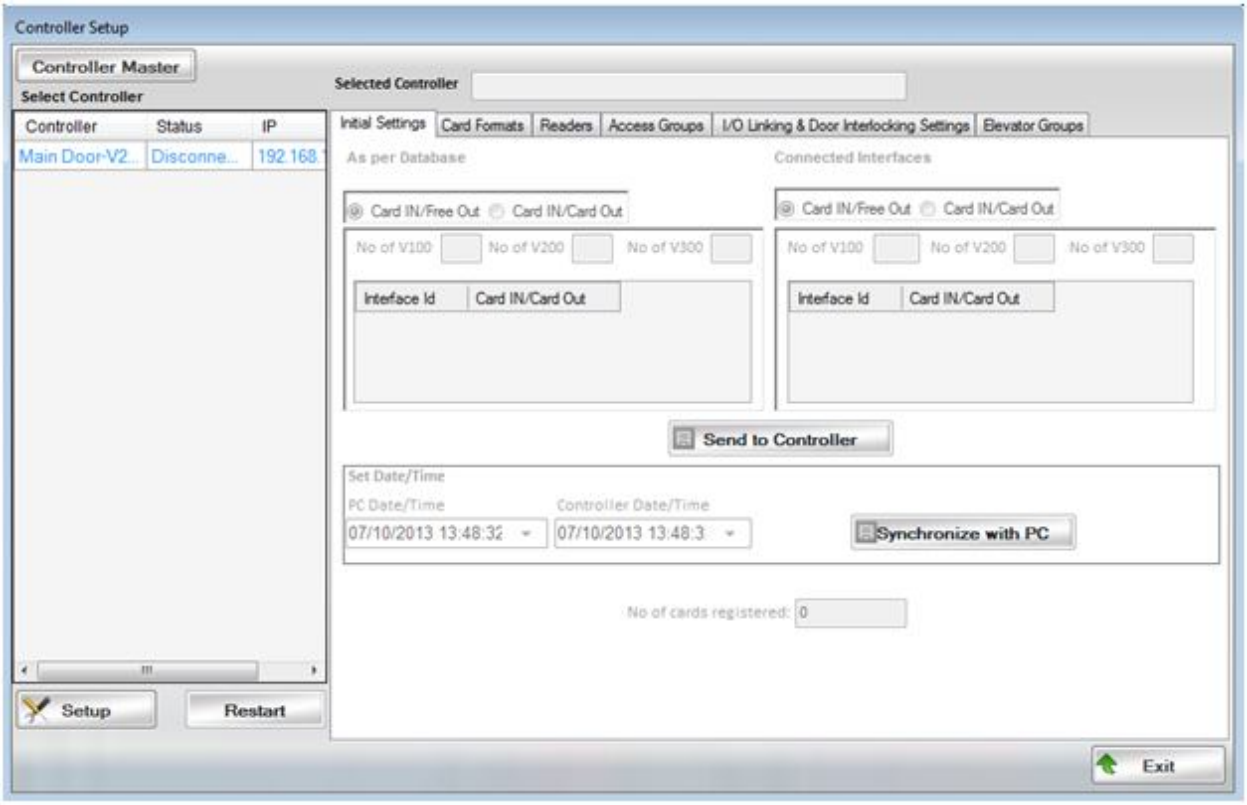
2.2 Connect To Controllers

- To connect controllers go to **Controller Communication → Connect to Controllers.**
- Clicking on connect button application get connected with VertX Controllers that are attached to local area network.



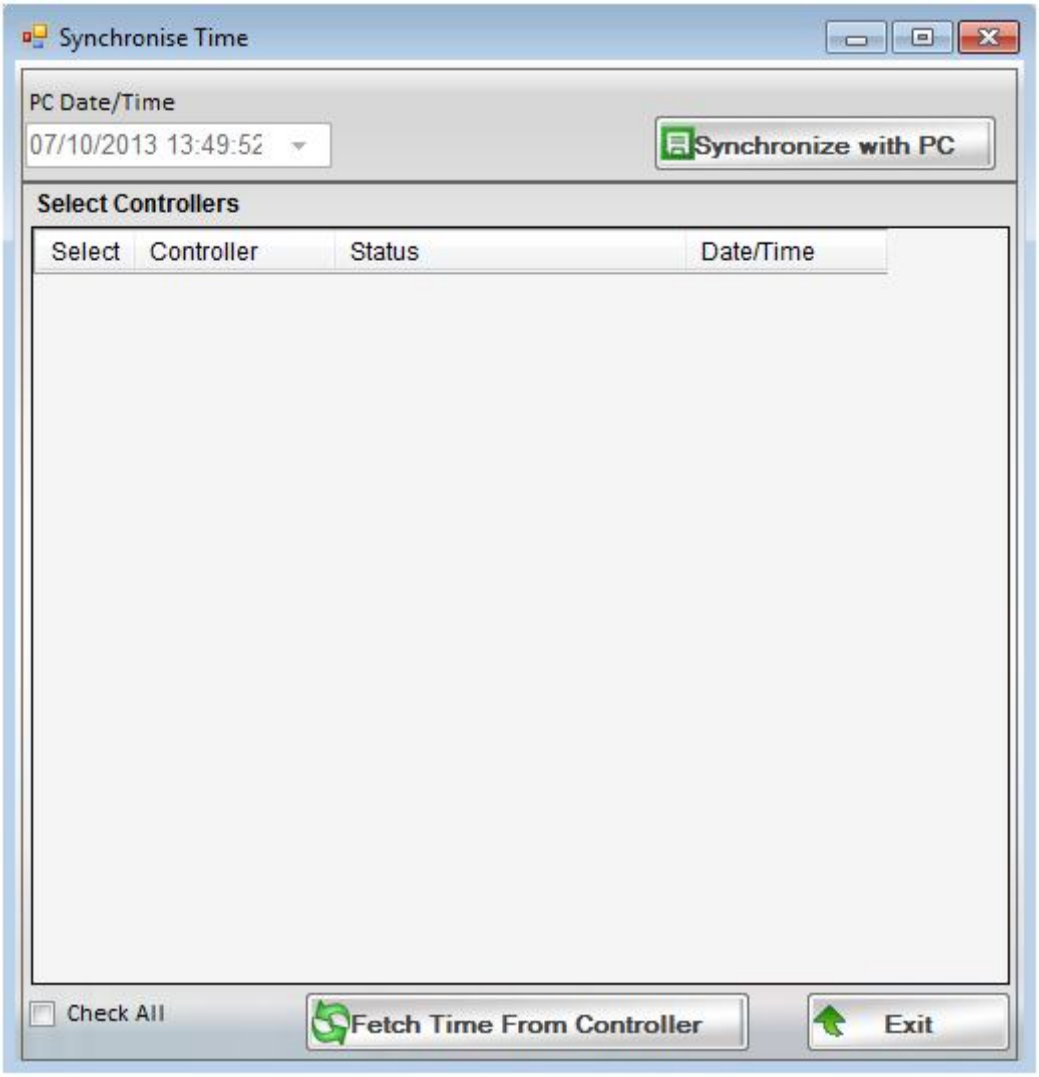
2.3 Controller Setup

- To fetch different settings to controller go to **Controller Communication → Controller Setup.**
- To fetch settings to controller select the controller. Remember controller must be connected.
- Click on Setup.
- From settings panel select the settings which you want to fetch to controller. Enter details related to it and click on send to controller.



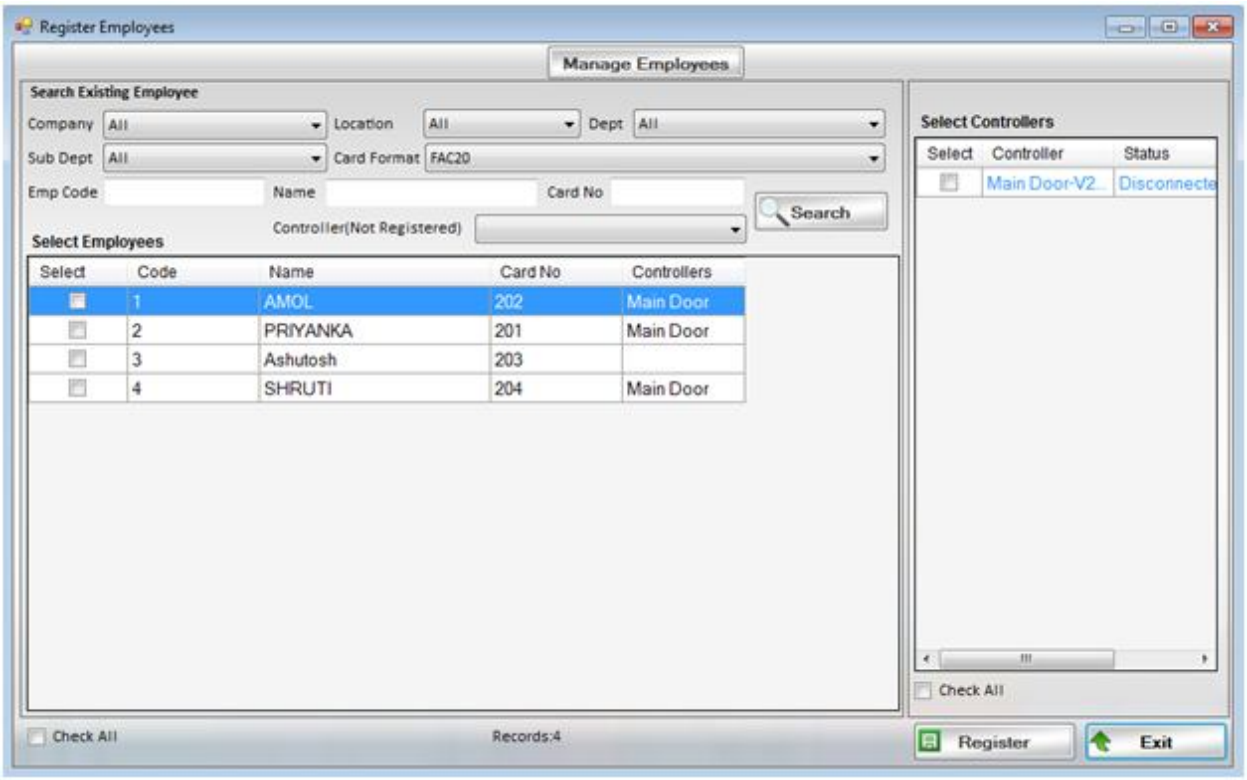
2.4 Synchronize controller Date/Time

- To synchronize controller's Date/Time go to **Controller Communication → Synchronize controller Date/Time.**
- If you want to know current Date and Time of controller then first select the controller and click on Fetch Time from Controller.
- If you want to set the controller date time equal to PC's Date-Time then first select the controller and click on Synchronize with PC.



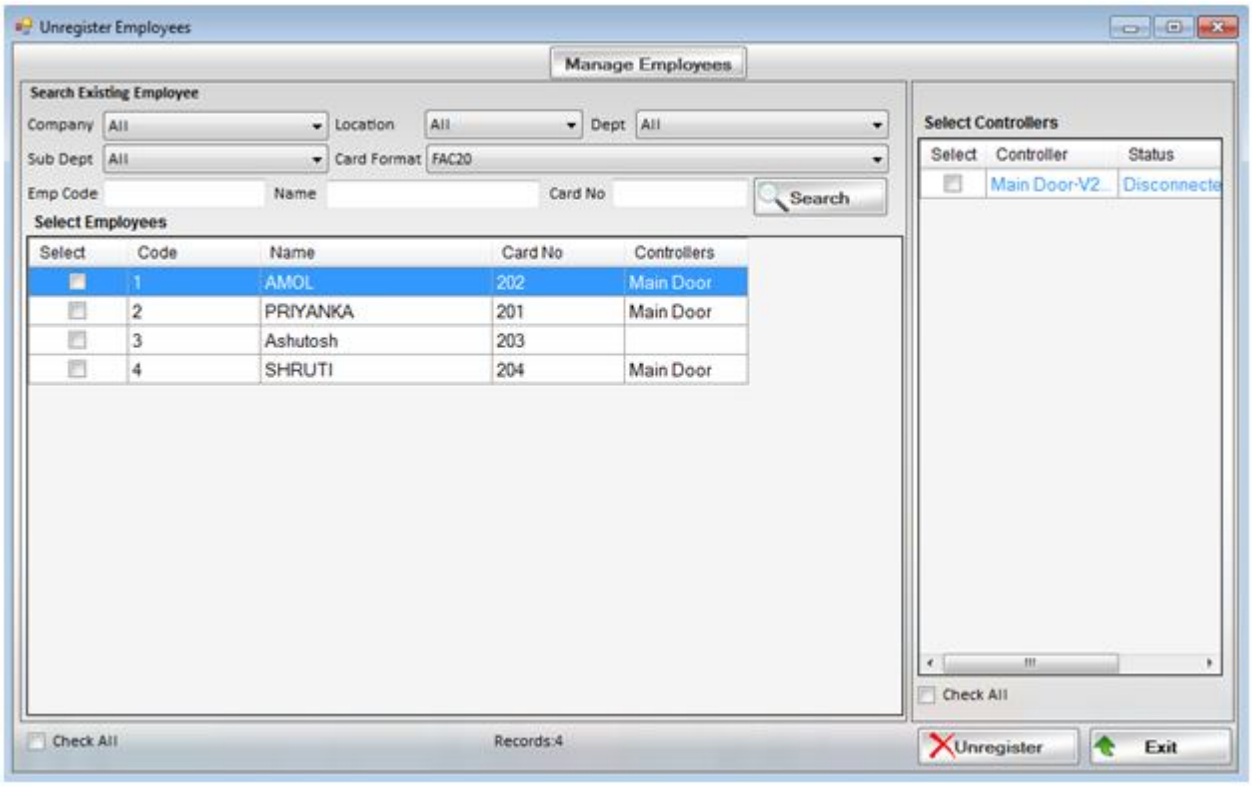
2.5 Register Employee

- To unregister employee go to **Controller Communication → Register Employee**
- Select the employees and controller on which we want to register employee.
- Click on register button.
- After successfully registering we get message.



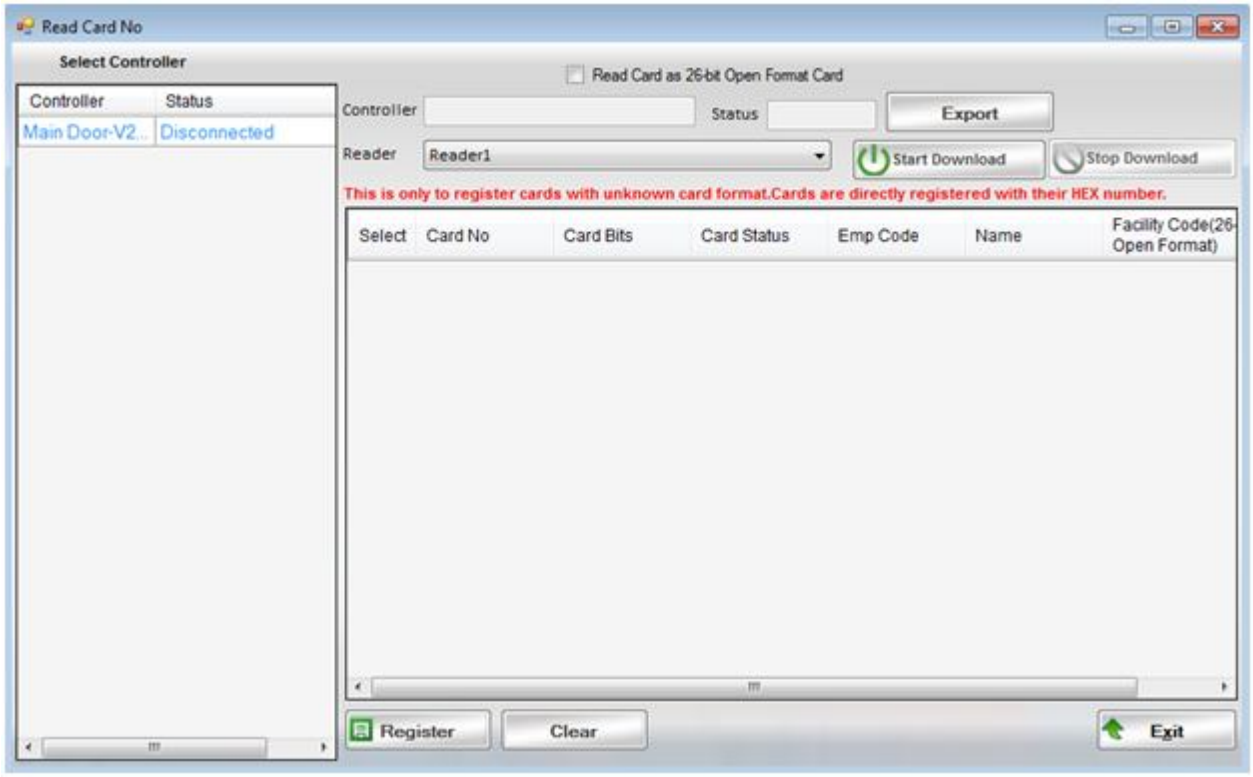
2.6 Unregister Employee

- To unregister employee go to **Controller Communication → Unregister Employee**
- Select the employees and controller on which we want to unregister employee.
- Click on unregister button.
- After successfully unregistering we get message.



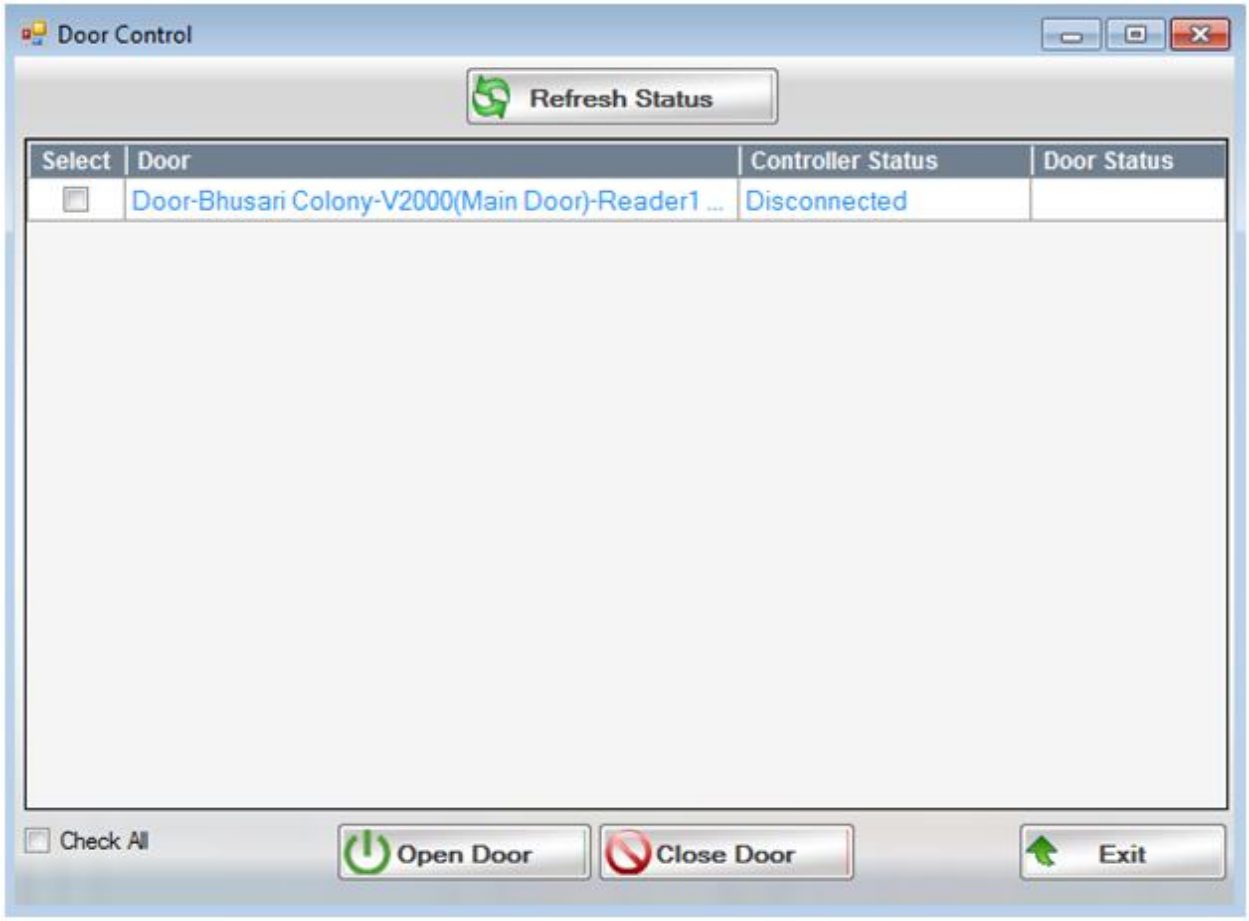
2.7 Read Unknown Format Card

- To find out Read Unknown Format Card go to **Controller Communication → Read Unknown Format Card.**
- **Start Download: To** get the information about unknown card which swapped on reader, select the controller and reader first and click on Start Download. You get all the information related to unknown card.
- **Register:** If you want to register that card click on register button.



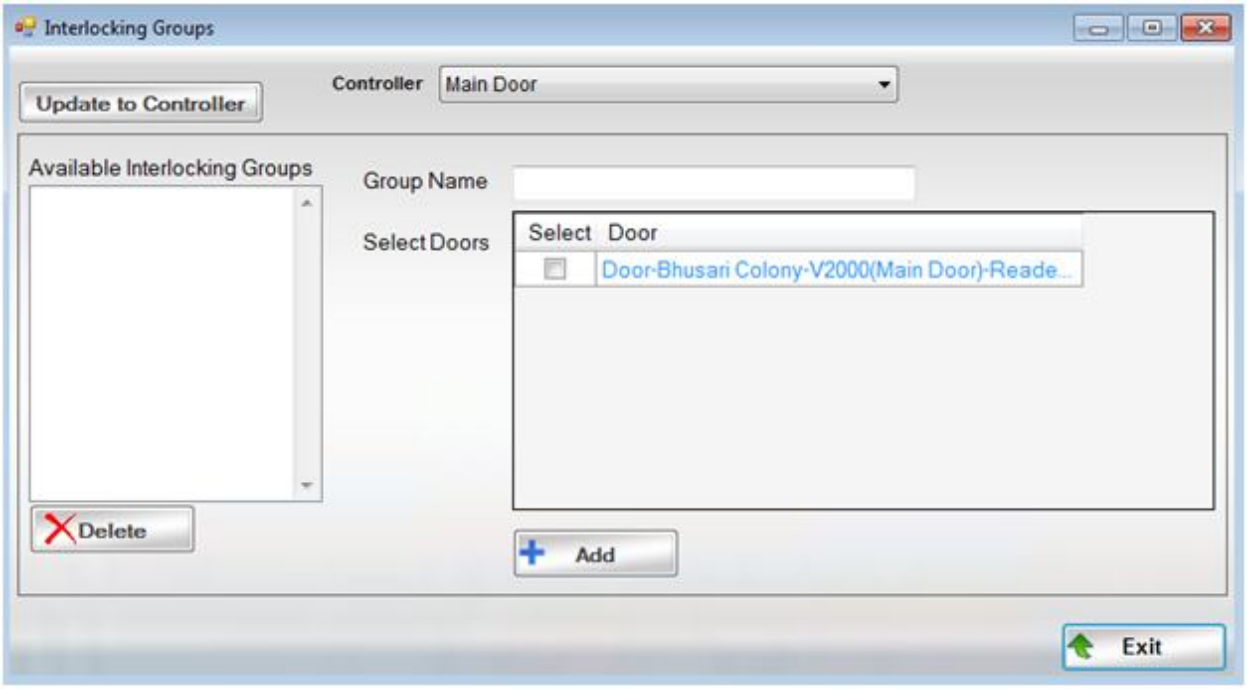
2.8 Open/Close Door

- To Open/Close Door through software go to **Controller Communication → Open/Close Door.**
- **Refresh Status: To** get current status of door click on Refresh Status.
- **Open Door:** To open door select the door name from list and click on Open Door.
- **Close Door:** To close door select the door name from list and click on Close Door.



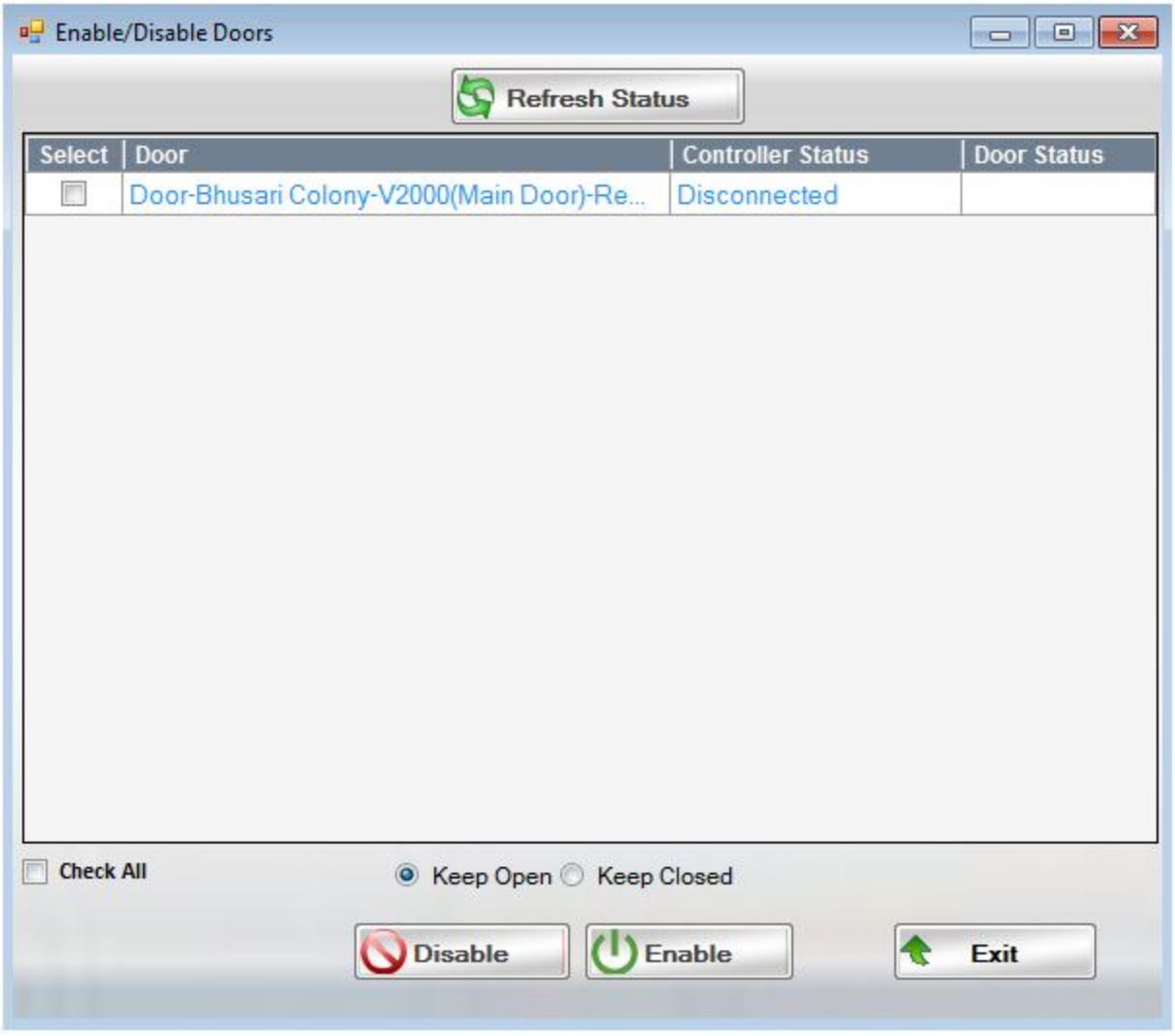
2.9 Door Interlocking

- If the system requires the user to pass through two doors in series to enter the premises. If the doors are interlocked, both doors cannot be open at the same time. We can select more than two doors in a group.
- To set Door Interlocking group go to **Controller Communication → Door Interlocking.**
- **Add:** To create a door interlocking group select the controller, then select the door from list and click on add button.
- **Modify:** To modify already existing interlocking group select the interlocking group from list, modify the details and click on update button.
- **Delete:** To delete existing interlocking group select the group which you want to delete and click on delete button.



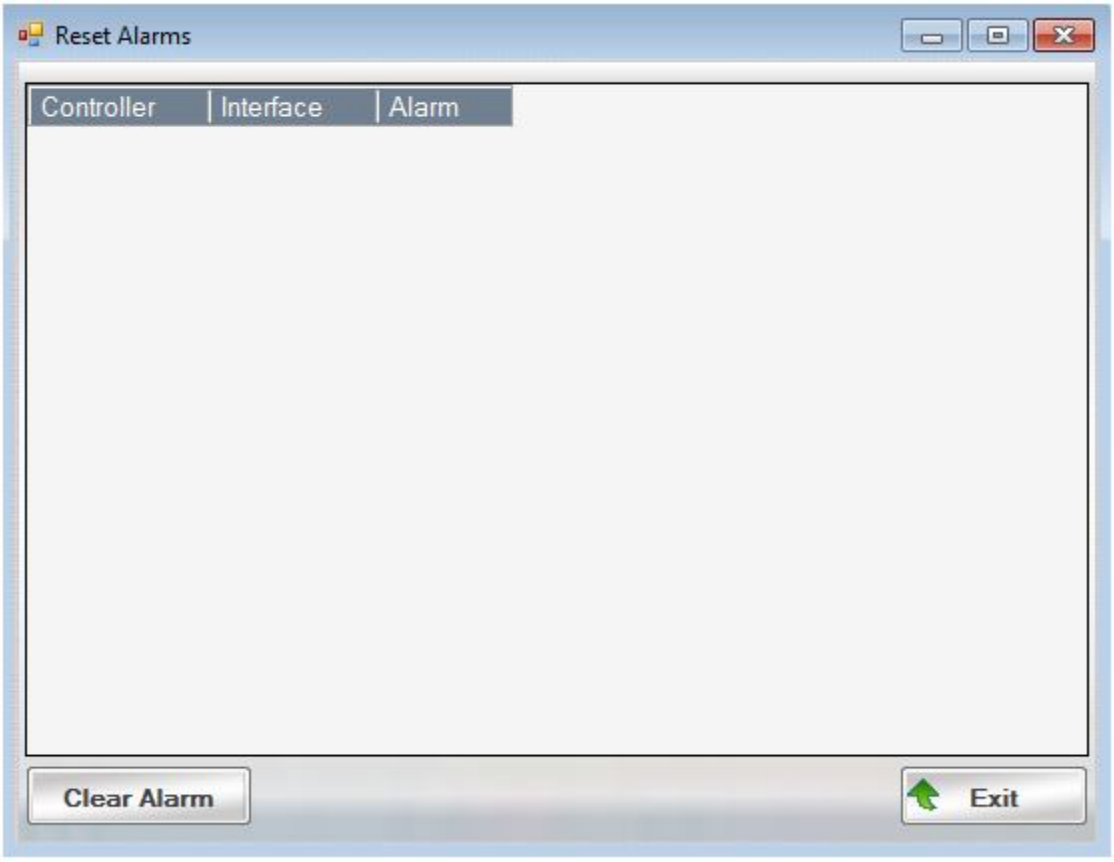
2.10 Enable/Disable Door

- To Enable/Disable Door go to **Controller Communication → Enable/Disable Door.**
- If you want to open door all the time then select the door from list, select keep open and enable door.
- If you want to close door all the time then select the door from list, select keep open and enable door.
- If you don't want any setting for door then select the door from list and disable door.



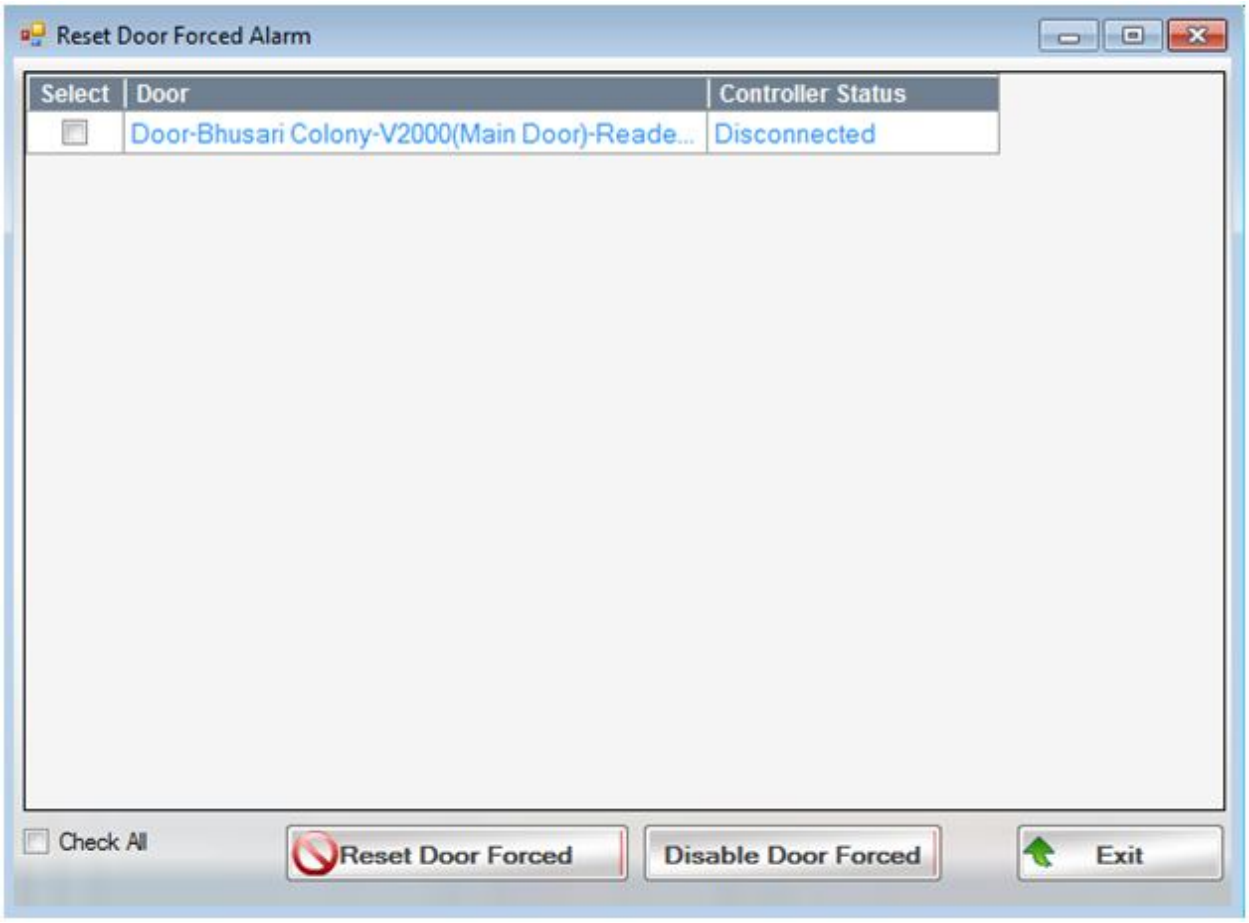
2.11 Reset Alarms

- To Reset Alarms go to **Controller Communication → Reset Alarms.**
- You can reset alarm setting on clicking on clear alarm.



2.12 Reset Door Forced Alarms

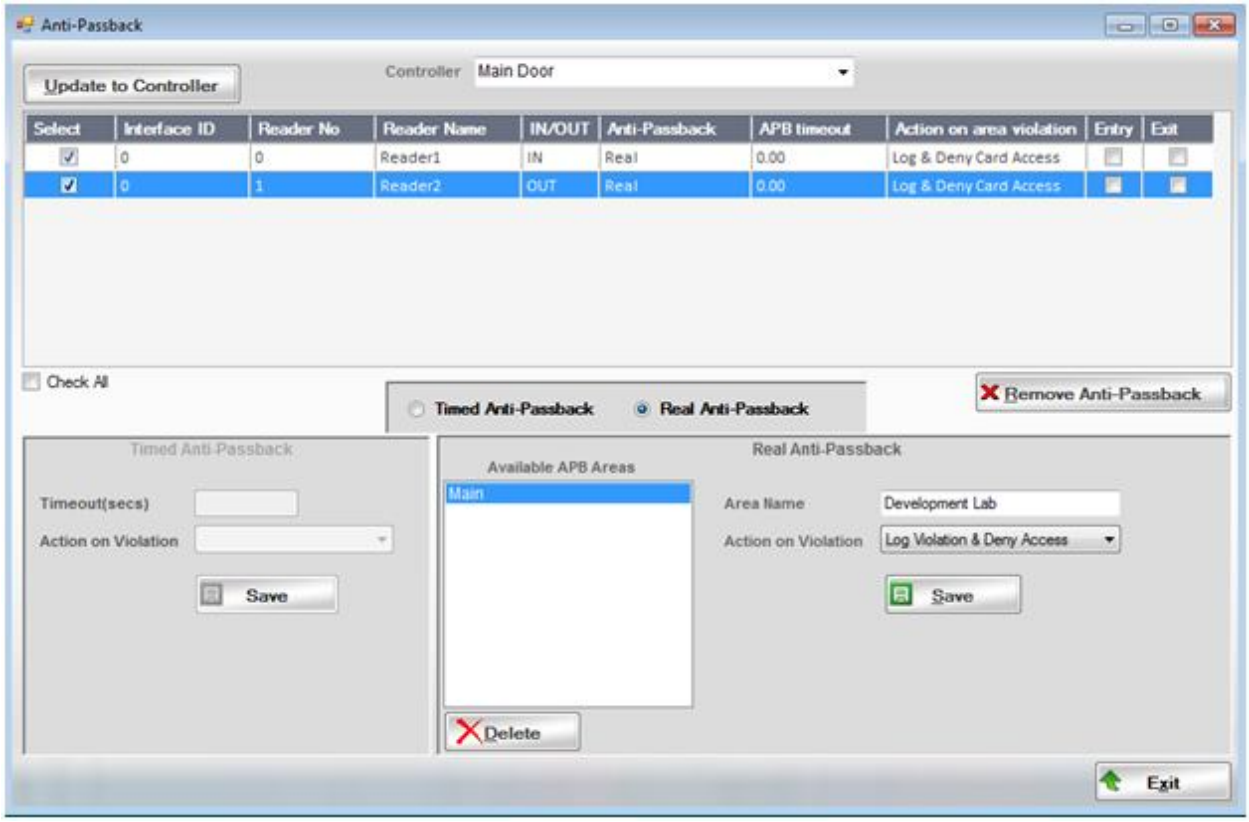
- To Reset Door Forced Alarms go to **Controller Communication → Reset Door Forced Alarms.**
- **Add:** If you set some I/O linker rules and you want this rule set to particular door then select the door and click on Reset Door Forced. If condition is generated it works according to rule.
- If I/O linker rules are set for door and you want to disable then select the door and click on Disable Door Forced



3 Anti-PassBack

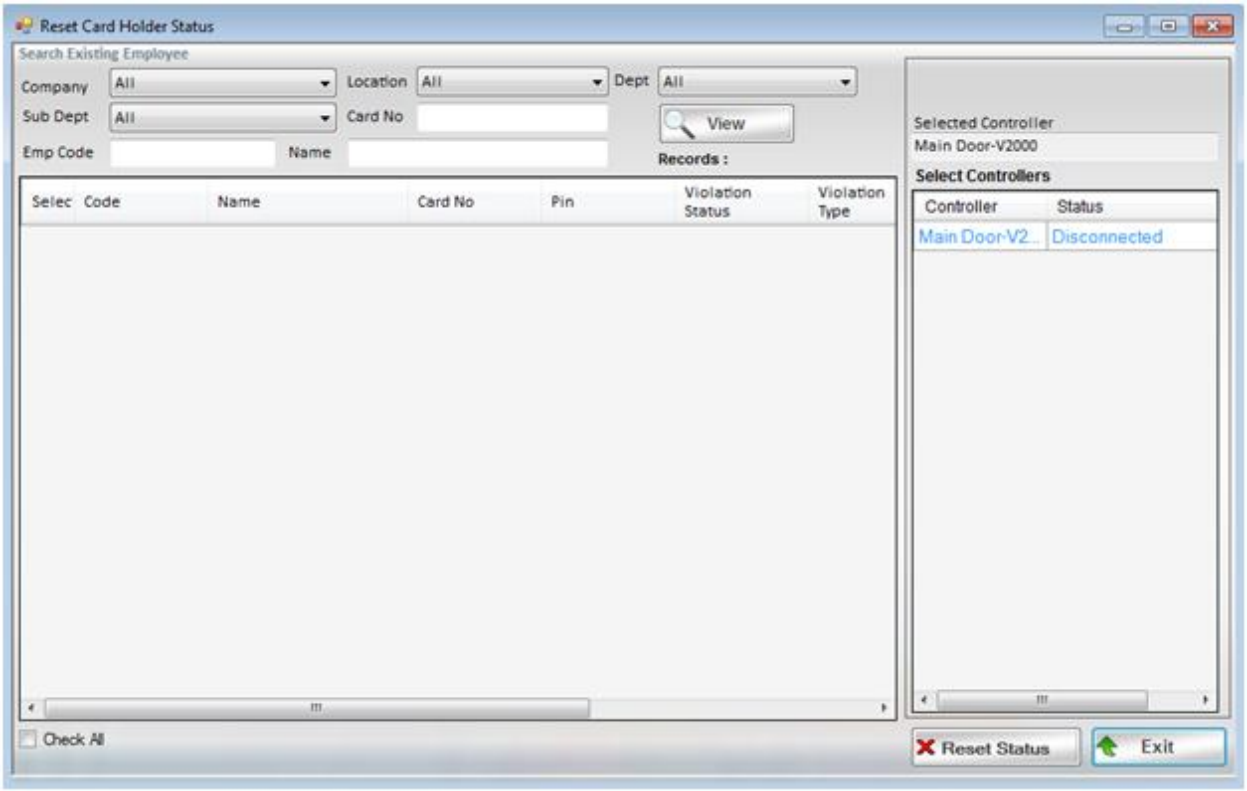
3.1 Settings

- To set Anti-PassBack Settings go to **Anti-PassBack → Settings.**
- Here you can set different settings related to Anti-PassBack.
- **Time Anti-Passback :** If you set Time Anti-Passback then user can't get access once he swap the card for particular time interval which is defined.
- **Real Anti-Passback :**If you set Real Anti-Passback then at define area user get normal access.
- To save Anti-Passback select the reader, select othe settings and click on save button.
- To remove Anti-Passback select the reader and click on Remove Anti-Passback.



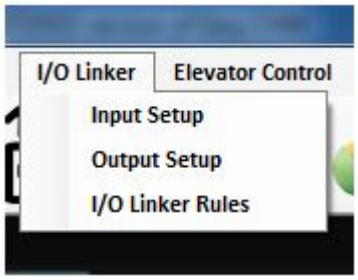
3.2 Reset Card Holder Status

- If someone enter in restricted area without swapping his card and he want to come out side when he swap the card on reader his access is deny.
- In this condition if you want to give access to him then go to **Anti-PassBack → Reset Card Holder Status.**
- Select the employee from list and click on reset status.



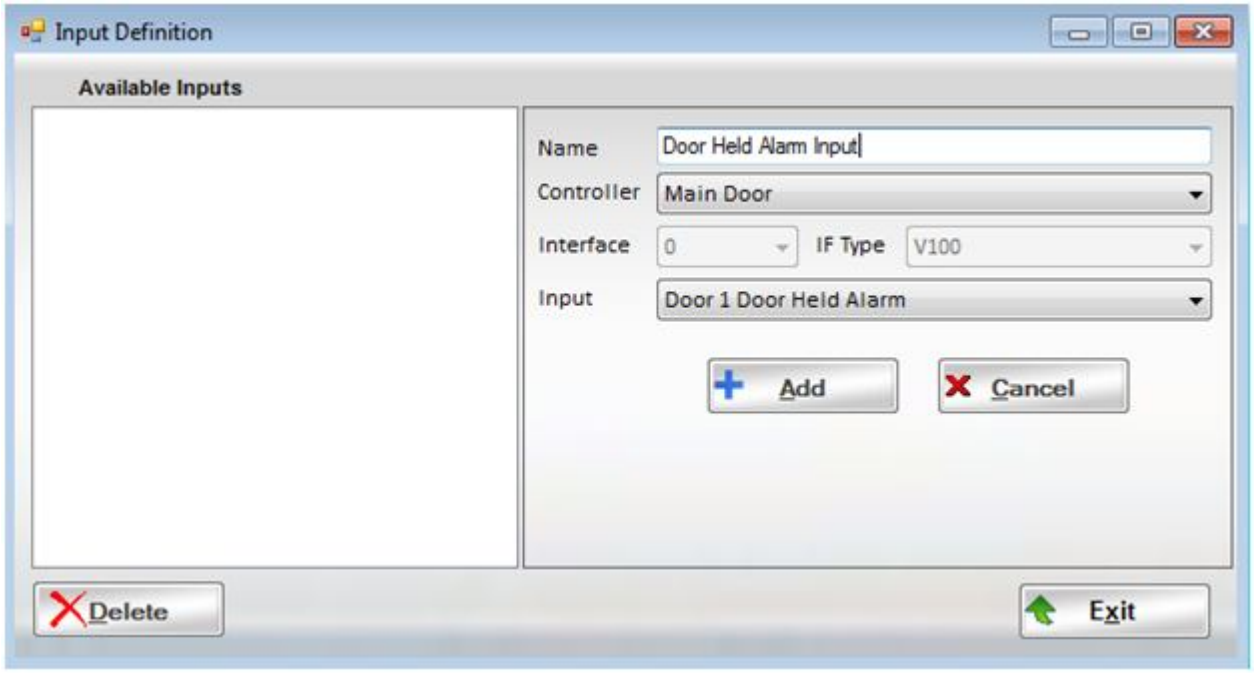
4 I/O Linker

Here we set the different rules related to alarm.



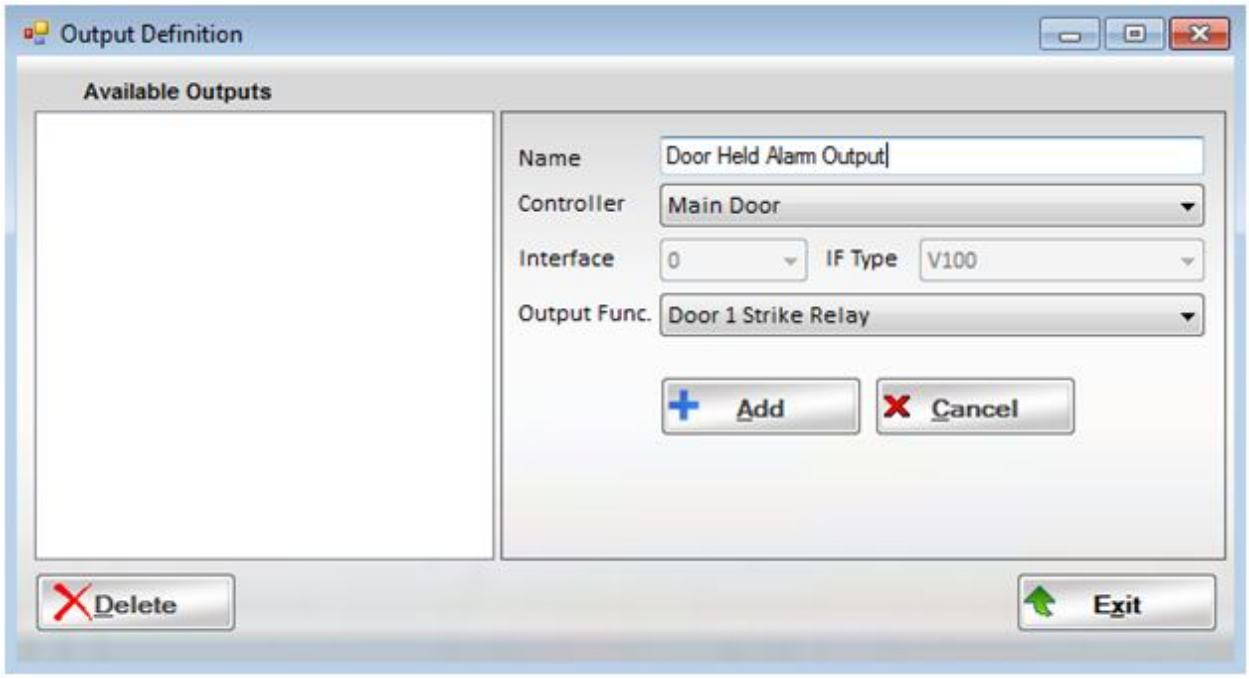
4.1 Input Setup

- If you want to define new input rule for alarm then go to **I/O Linker → Input Setup.**
- **Add:** Enter Name, select controller, select input and click on add button rule is added and display in list.
- **Delete:** Select the rule from list and click on delete button.



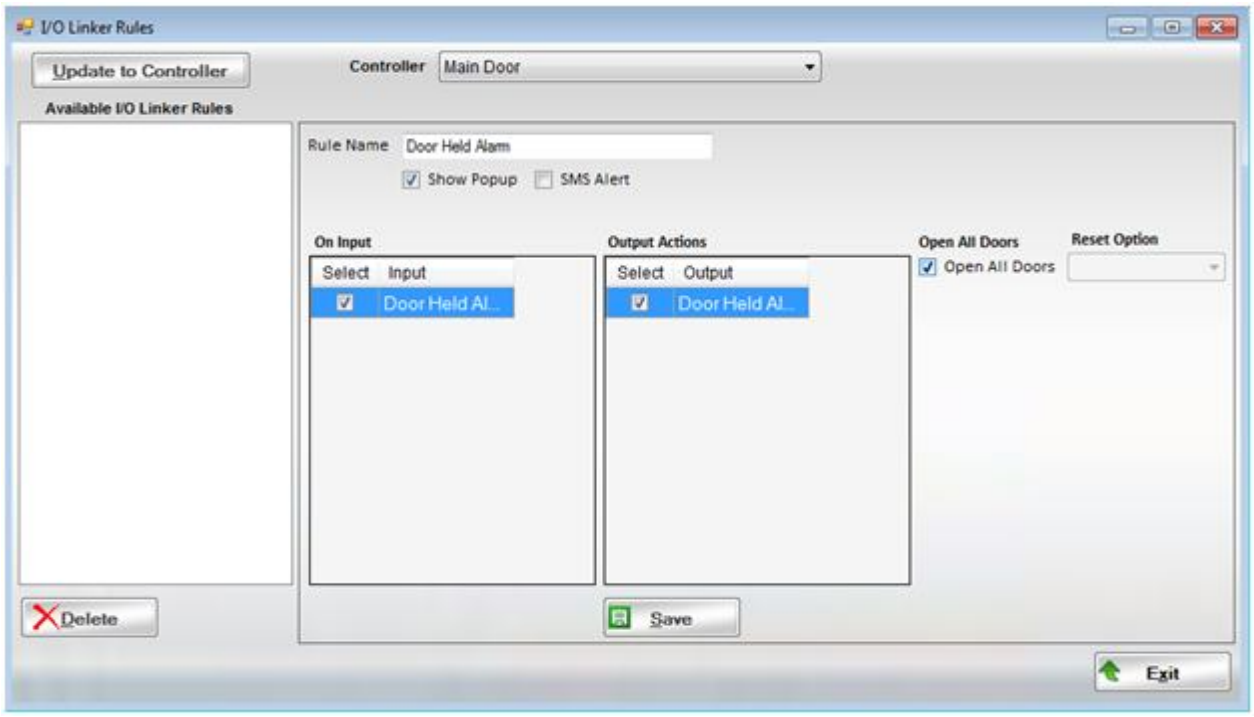
4.2 Output Setup

- If you want to define new output rule for alarm then go to **I/O Linker → Output Setup.**
- **Add:** Enter Name, select controller, select output functionality and click on add button, rule is added and display in available output list.
- **Delete :** Select the rule from available output list and click on delete button



4.3 I/O Linker Rules

- To create rules related to input-output go to **I/O Linker → I/O Linker Rules.**
- **Add:** Select the controller, enter the rule name, select the input and select the output which is generated after input condition is occurred. If you want popup and SMS alert check the appropriate box. Click on save button. The rule is created and display in available I/O linker rules list.
- **Modify:** If you want to modify the rule select the rule from available list,make the changes and click on update button.
- **Delete:** If you want to delete the rule select the rule from available list and click on delete button.



5 Elevator Control

5.1 Elevator Master

- To add details related to elevator go to **Elevator Control → Elevator Master.**
- **Add: Enter** the elevator name & Timeout, select the controller to reader and the reader.

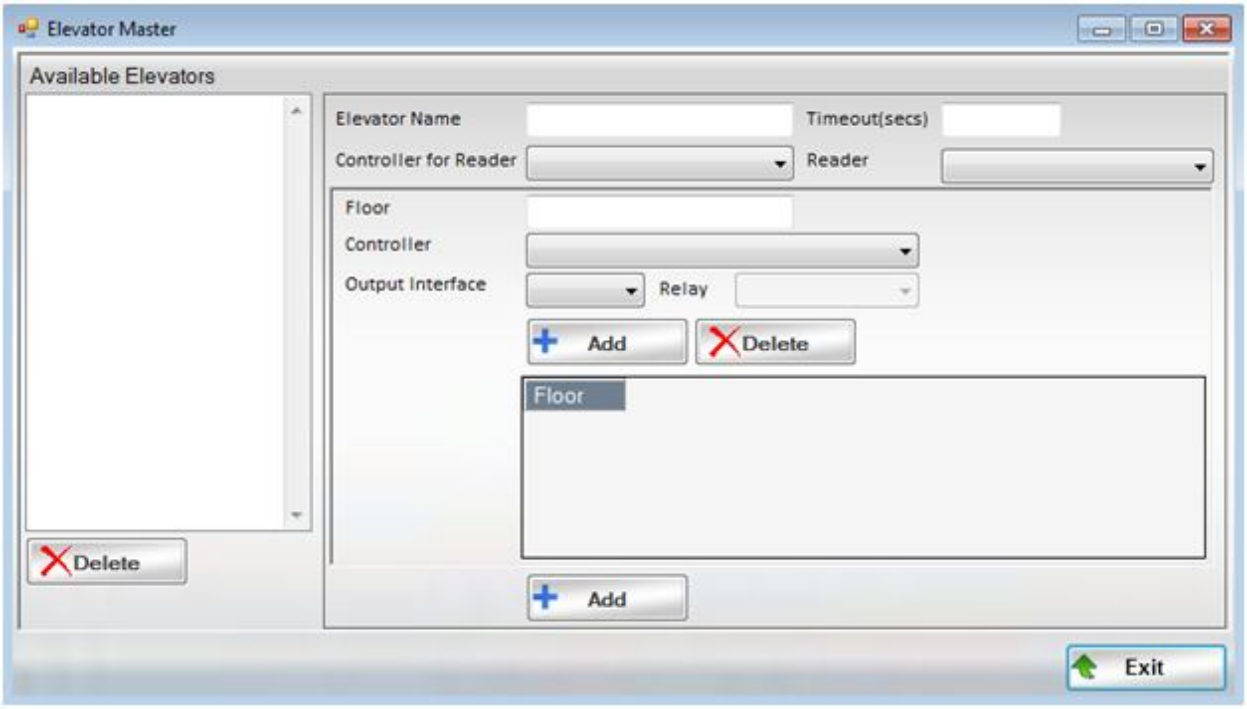
  Enter floor name, controller to it and output interface and relay.

  Click on add button the elevator added and display in Available Elevator list.

- **Modify: Select** the elevator from list. Modify the details which you want to modify. Click on update button.

- **Delete: Select** the elevator from list.

  Click on delete button



5.2 Elevator Group Master

- To create Elevator Group go to **Elevator Control → Elevator Group.**
- **Add: Enter** the elevator group name.

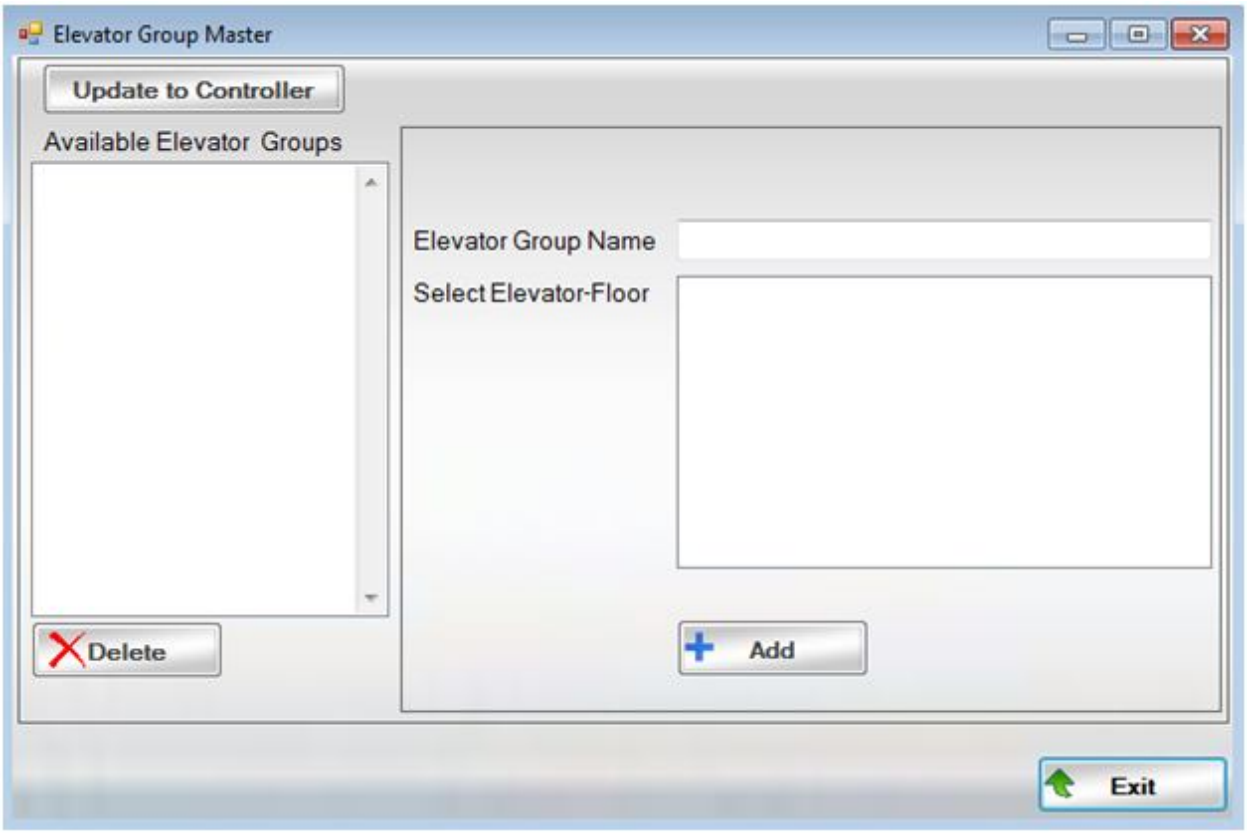
  Select the Floor.

  Click on add button the elevator group create and display in Available Elevator Groups list.

- **Modify: Select** the group from list. Modify the details which you want to modify. Click on update button.

- **Delete: Select** the group from list.

Click on delete button.



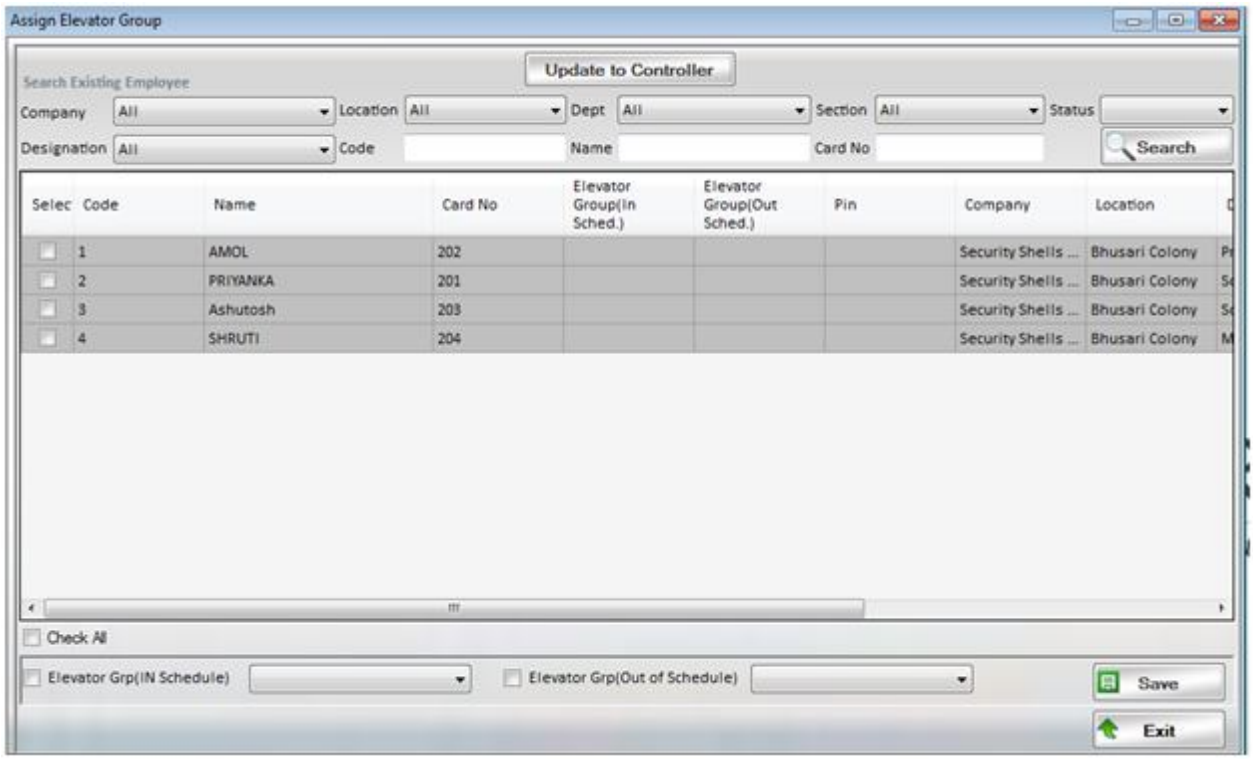
5.3 Elevator Assign Group

- To Assign Elevator Group go to **Elevator Control → Elevator Assign Group.**
- **Assign: Select** the employee from list.

Elevator Group (IN Schedule): Select the elevator for employee in which he is allowed access

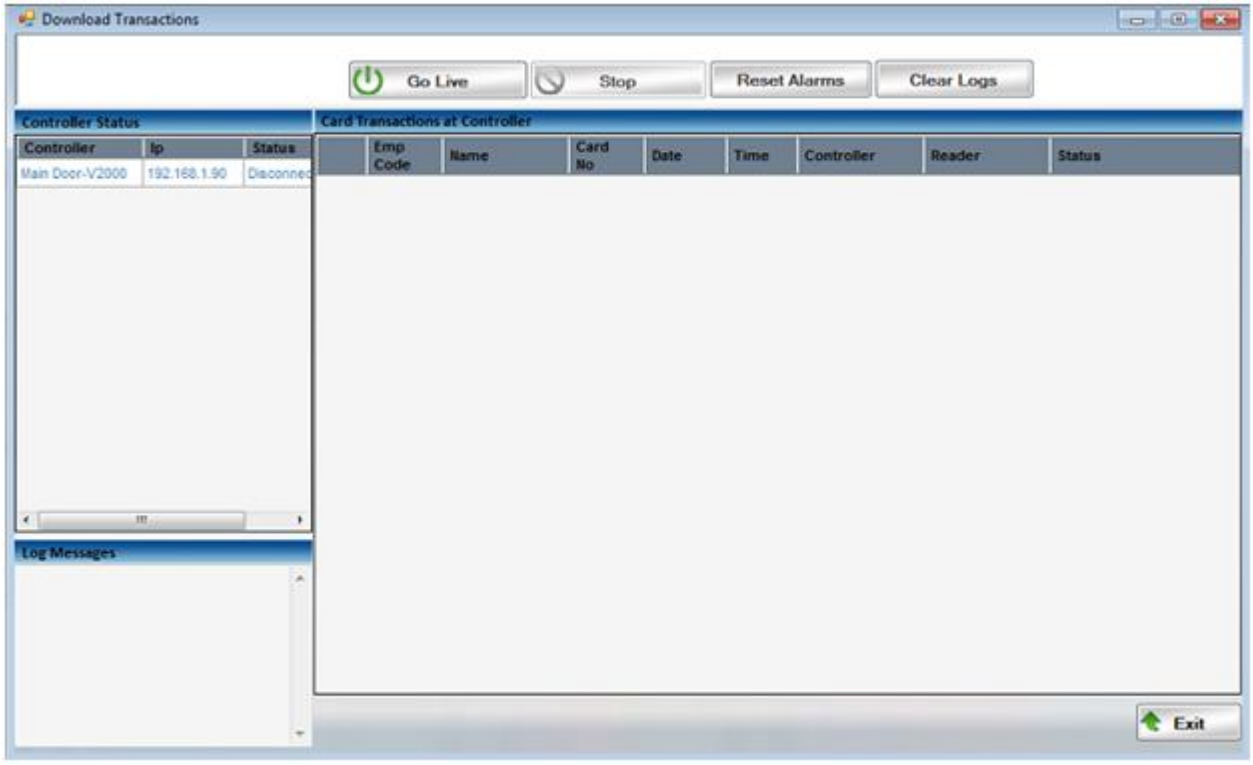
Elevator Group (Out of Schedule): Select the elevator for employee in which he is allowed to go outside.

Click on save button the elevator group assigns to selected employee.



6 Download Transactions

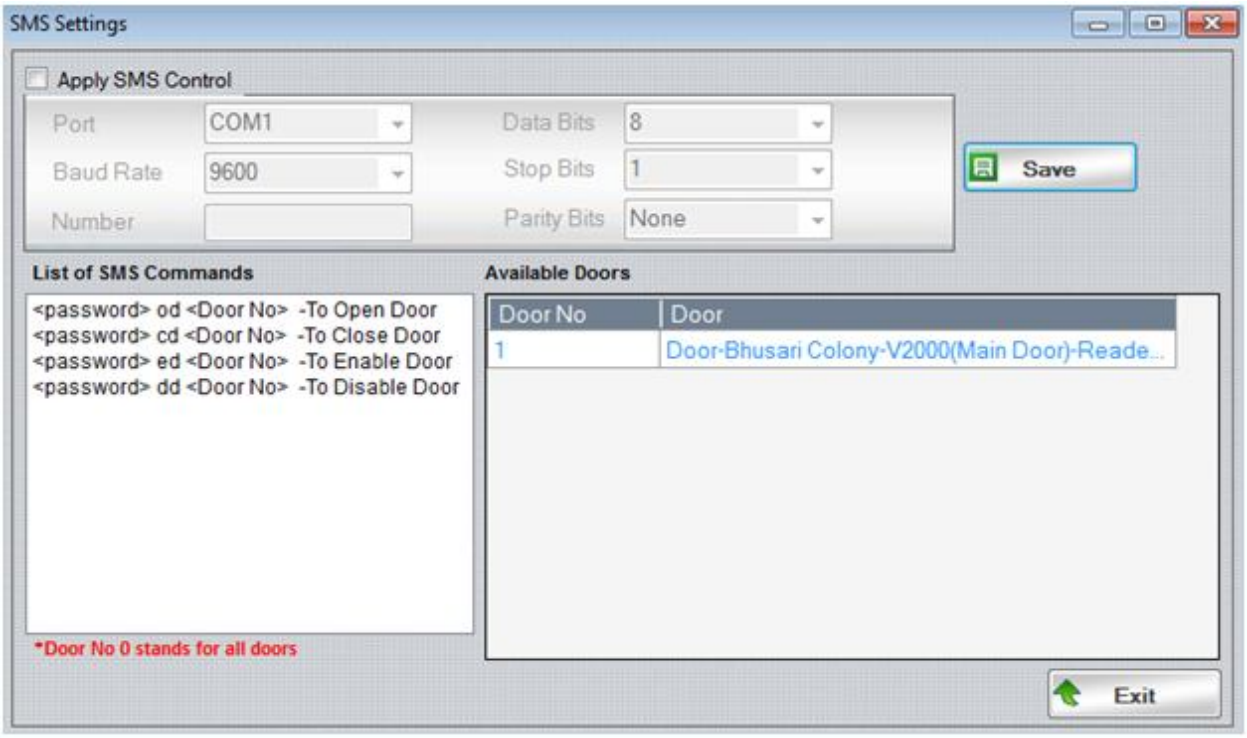
- If you want to download transactions go to **Download Transactions.**
- Clicking on Go Live you can see currently downloaded transactions.



7 SMS Control

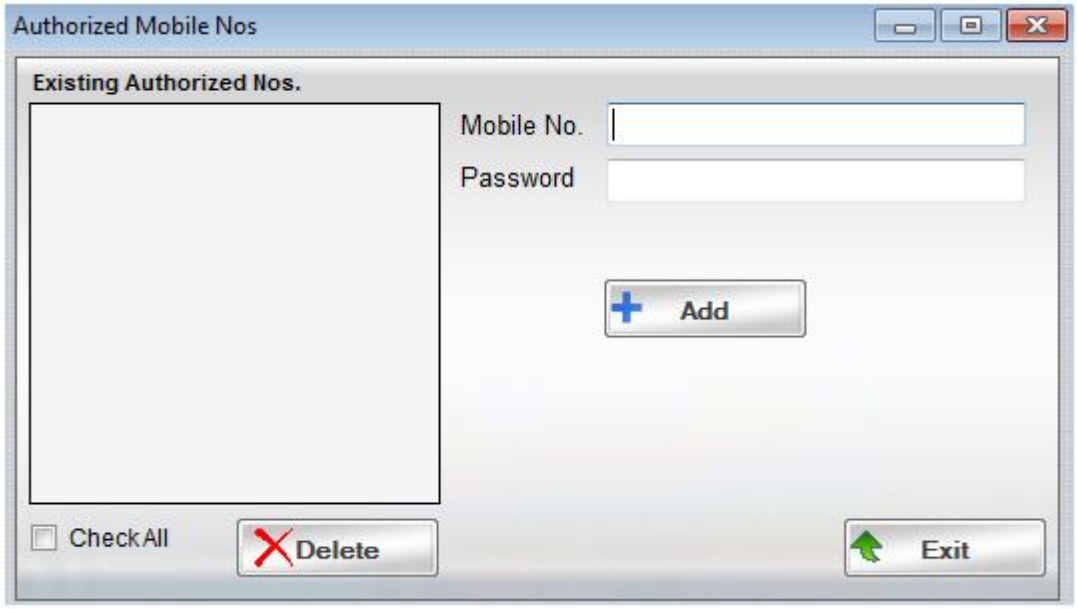
7.1 SMS Settings

- You can control different door through SMS. To add SMS Setting go to **SMS Control → Settings**
- To add setting check the apply SMS control, enter the mobile number and save the setting.



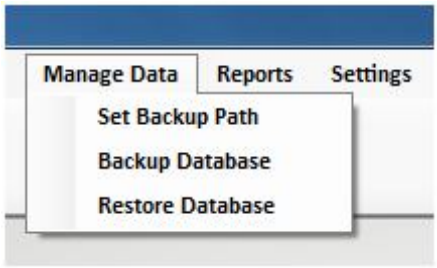
7.2 Authorized Numbers

- You can add more than one mobile number to control different actions. To Authorize numbers go to **SMS Control → Authorized numbers**
- **Add:** To add number, enter the number and password for it and click on add button.
- **Modify:** To modify details select number from list add the details and click on update button.
- **Delete:** To delete number from select the number from list and click on delete number.



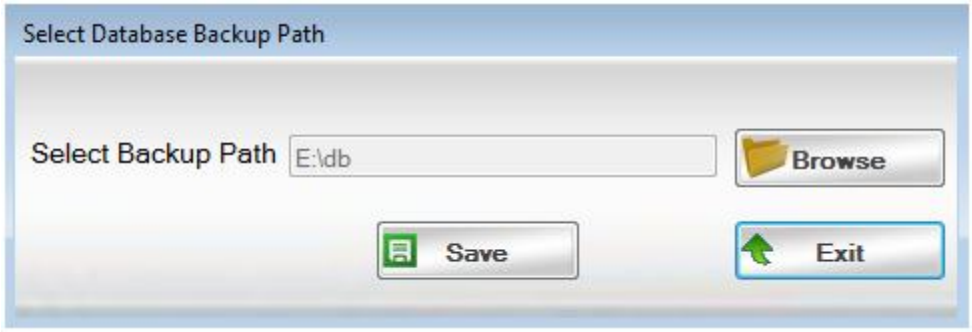
8 Manage Data

Through Manage data you can save the backup of database and you can restore it.



8.1 Set Backup Path

- To set Backup Path go to **Manage Data → Set Backup Path**
- Browse the folder where you want to save database whenever you take backup and click on **Save** button.



8.2 Backup Database

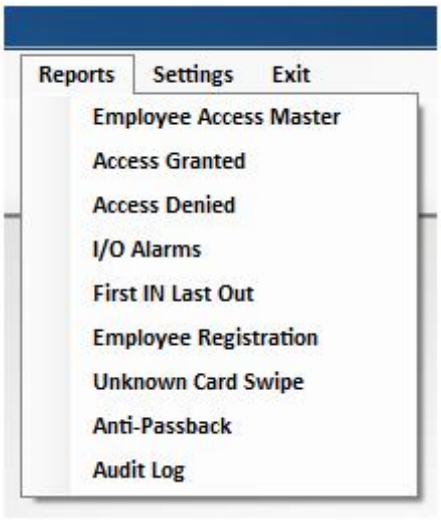
- To take Backup of Database go to **Manage Data → Back-up Database**
- Enter the password. Click on Backup Database. You get back-up of database which is available in folder which you save in the set backup path.

8.3 Restore Database

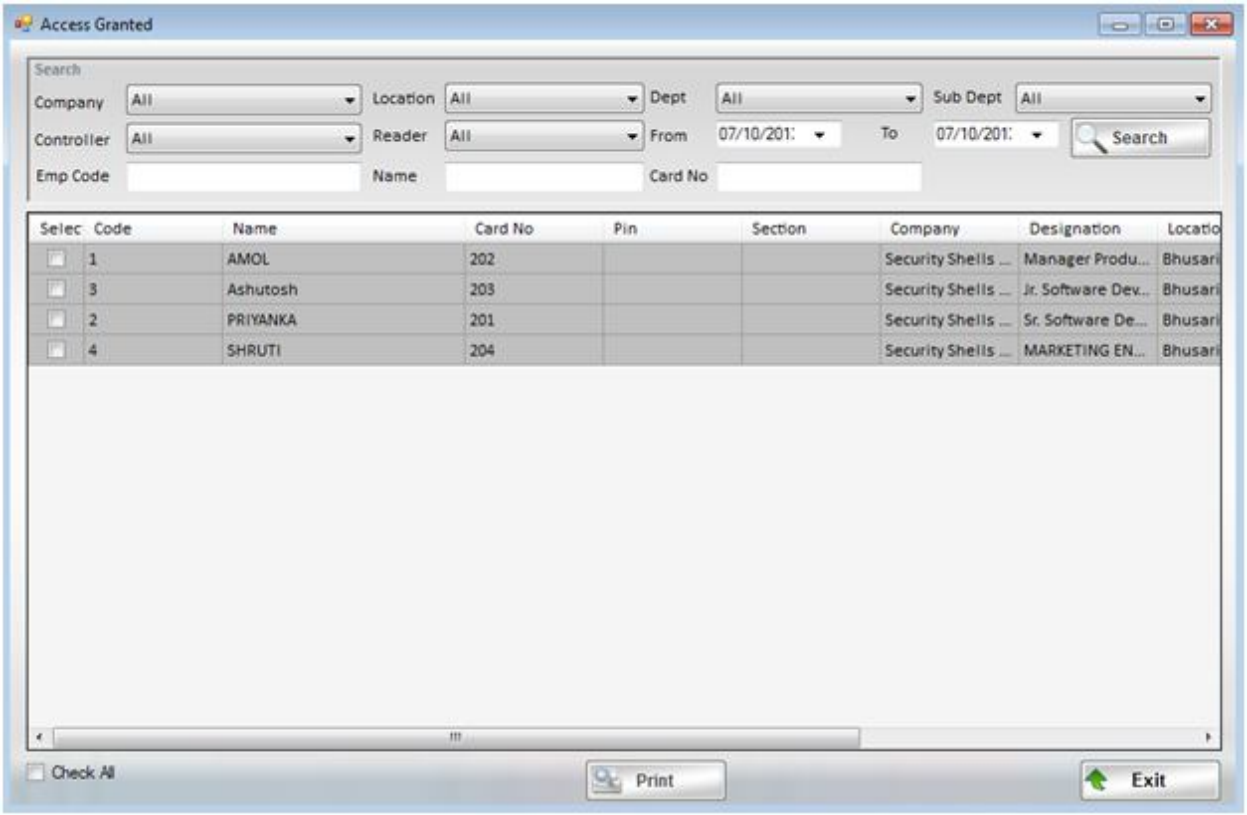
- To Restore Database go to **Manage Data → Restore Database**
- Enter the password. Select the back-up from which you want to restore database and click on Restore Database.

9 Reports

Here you get different types of reports as shown below:



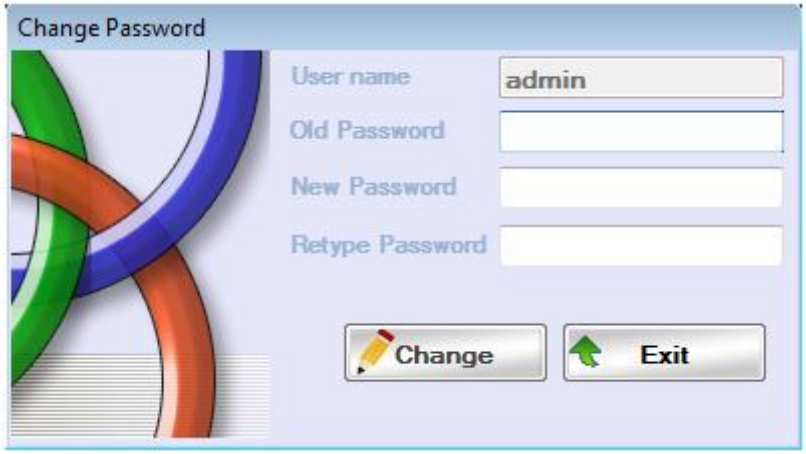
- To take print out select the employees from list, select date range.
- Click on print button.



10 Settings

10.1 Change Password

- If you want to change your password go to **Settings → Change Password**
- Here enter your old password, new password and click on Change.



10.2 Create User

- If you want to Create User and give authentication to particular forms go to **Settings → Create User**
- **Add:** To create new user enter user name and password, select the forms which you want that user can access and click on add button.
- **Delete:** If you want to delete any user, select it from existing user list and click on delete button.
- **Modify:** If you want to modify some details then select the user from list modify the details and click on update button.